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CALENDAR - ACTIONS TAKEN
MEETING OF
FINANCE COMMITTEE
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

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WEDNESDAY, NOVEMBER 7, 1990 - 2:00 P.M. ROOM 228, CITY HALL

MEMBERS: SUPERVISORS WALKER, MAHER, HALLINAN

ABSENT: SUPERVISOR MAHER

DOCUMENTS DEPT.

CLERK: PATRICIA J. ENG

NOV 9 1990

NOTE: Copies of the Budget Analyst's Report will be available for review on the counter in the Office of the Clerk of the Board, Room 235, City Hall, 10:00 a.m. the date of the meeting.

1. File 97-90-46. [General Assistance - Income Disregard] Ordinance amending Administrative Code by amending Section 20.57 to add monthly eligibility and asset disregard provisions to the income and asset disregard program. (Supervisor Walker)

(Continued from 10/31/90.)

ACTION: CONTINUED TO 11/14/90.

2. File 101-90-24. [Government Funding] Ordinance appropriating \$20,832 for rental of property and rescinding \$20,832 from permanent salaries, Mayor's Office for Fiscal Year 1990-91. (companion to File 64-90-40.) (Supervisor Walker on behalf of the Mayor)

(Continued from 10/31/90.)

ACTION: RECOMMENDED.

3. File 64-90-40. [Sublease of Real Property] Resolution authorizing sublease of real property at 1390 Market Street for the Mayor's Office. (companion to File 101-90-24.) (Supervisor Walker on behalf of the Mayor)

(Continued from 10/31/90.)

ACTION: RECOMMENDED.

4. File 62-90-4. [Airport - Concession Lease Modification] Ordinance approving modification of the International Terminal Principal Concession Lease and Agreement for Retail Merchandising Sales Lease between Duty Free Shoppers Ltd. and City and County of San Francisco, acting by and through its Airports Commission. (Airports Commission)

ACTION: AMENDED TO PROVIDE FOR RETROACTIVE CLAUSE. NEW TITLE: "[Airport - Concession Lease Modification] ORDINANCE APPROVING MODIFICATION OF THE INTERNATIONAL TERMINAL PRINCIPAL CONCESSION LEASE AND AGREEMENT FOR RETAIL MERCHANDISING SALES LEASE BETWEEN DUTY FREE SHOPPERS LTD. AND CITY AND COUNTY OF SAN FRANCISCO, ACTING BY AND THROUGH ITS AIRPORTS COMMISSION; RETROACTIVE TO OCTOBER 1, 1990." RECOMMENDED AS AMENDED.

5. File 101-90-21. [Government Funding] Ordinance appropriating \$9,500, Department of Parking and Traffic, to increase revolving fund; and rescinding \$9,500 from permanent salaries. RO #90094. (companion to File 97-90-53) (Controller)

ACTION: AMENDED TO DECREASE TOTAL APPROPRIATION TO \$4,500. NEW TITLE: "[Government Funding] ORDINANCE APPROPRIATING \$4,500, DEPARTMENT OF PARKING AND TRAFFIC, TO INCREASE REVOLVING FUND; AND RESCINDING \$4,500 FROM PERMANENT SALARIES." RECOMMENDED AS AMENDED.

6. File 97-90-53. [Revolving Fund] Ordinance amending Administrative Code, by amending Section 10.151, to change the Cash Revolving Fund for the Parking Authority to a Cash Revolving Fund for the Department of Parking and Traffic and to increase the said Cash Revolving Fund from \$500 to \$10,000. (companion to File 101-90-21) (Department of Parking and Traffic)

ACTION: AMENDED TO REDUCE AMOUNT OF REVOLVING FUND TO \$5,000. NEW TITLE: "[Revolving Fund] ORDINANCE AMENDING ADMINISTRATIVE CODE, BY AMENDING SECTION 10.151, TO CHANGE THE CASH REVOLVING FUND FOR THE PARKING AUTHORITY TO A CASH REVOLVING FUND FOR THE DEPARTMENT OF PARKING AND TRAFFIC AND TO INCREASE THE SAID CASH REVOLVING FUND FROM \$500 TO \$5,000." RECOMMENDED AS AMENDED.

File 97-90-53.1. ORDINANCE PREPARED IN AND REPORTED OUT OF COMMITTEE ENTITLED: "[Public Works Revolving Fund] ORDINANCE AMENDING SECTION 10.158 OF ARTICLE XV OF THE SAN FRANCISCO ADMINISTRATIVE CODE TO CHANGE THE CASH REVOLVING FUND FOR THE DEPARTMENT OF PUBLIC WORKS BY DECREASING THE AMOUNT OF THE FUND FROM \$55,000 TO \$50,500." RECOMMENDED.

7. File 97-90-56 . [Grant Applications] Ordinance amending Part I, Chapter 10 of the San Francisco Administrative Code by amending Sections 10.170, 10.170-2 and 10.170-4 thereof, to exclude the requirement, with some exceptions, that the Board of Supervisors be required to approve applications for grants by City officers, employees, boards or commissions. (Supervisor Walker)

ACTION: CONTINUED TO 11/14/90.

8. File 101-90-22. [Government Funding] Ordinance appropriating \$34,000, Department of Parking and Traffic, for services of other departments - Electricity; rescinding \$34,000 from permanent salaries. RO #90092 (Controller)

ACTION: TABLED.

9. File 101-90-23. [Government Funding] Ordinance appropriating \$19,678, Department of Parking and Traffic, for permanent salaries; and rescinding \$19,678 from permanent salaries. RO #90093 (Controller)

ACTION: AMENDED TO REDUCE TOTAL APPROPRIATION TO \$5,477 AND AMEND TITLE TO REFLECT IMMEDIATE FILLING OF VACATED POSITION OF 7276 ELECTRICIAN SUPERVISOR II. NEW TITLE: "[Government Funding] ORDINANCE APPROPRIATING \$5,477, DEPARTMENT OF PARKING AND TRAFFIC, FOR PERMANENT SALARIES; AND RESCINDING \$5,477 FROM PERMANENT SALARIES; APPROVING IMMEDIATE FILLING OF VACATED POSITION OF 7276 ELECTRICIAN SUPERVISOR II." RECOMMENDED AS AMENDED.

10. File 127-90-13. [Business and Payroll Expense Tax Increase] Ordinance amending Article 12-A of Part III of the San Francisco Municipal Code (Payroll Expense Tax Ordinance) by amending Section 903.1 thereof, to increase the rate of payroll expense tax; amending Article 12-B of Part III of the San Francisco Municipal Code (Business Tax Ordinance) by amending Section 1004.17 thereof, to increase the rate of business tax; repealing Ordinances 250-89 and 251-89 and portions of Ordinances 357-88 and 358-88; operative date. (Supervisor Hongisto)

ACTION: TABLED.

11. File 7-90-10. [Public Transportation] Resolution making a finding concerning proposed revisions of the Municipal Railway fare schedule. (Public Utilities Commission)

ACTION: TABLED.

12. File 7-90-10.1. [Public Transportation] Approving revised fare schedule for the San Francisco Municipal Railway. (Public Utilities Commission)

ACTION: AMENDED ON PAGE 1, Line 28 BY STRIKING "December 31, 1990" AND SUBSTITUTING "February 28, 1991". NO CHANGE IN TITLE. RECOMMENDED AS AMENDED.

13. File 61-90-3. [Contract Award Extension] Resolution extending time for award of Department of Public Works contract for Job No. 5146A, Park Branch Library Renovation to October 29, 1990. (Department of Public Works)

ACTION: AMENDED ON LINE 7 BY STRIKING "October 29, 1990" AND SUBSTITUTING "November 16, 1990." NEW TITLE: "[Contract Award Extension] RESOLUTION EXTENDING TIME FOR AWARD OF DEPARTMENT OF PUBLIC WORKS CONTRACT FOR JOB NO. 5146A, PARK BRANCH LIBRARY RENOVATION TO NOVEMBER 16, 1990". RECOMMENDED AS AMENDED.

14. File 107-90-5. To consider quarterly report on the Fraud Early Detection Program dated October 12, 1990. (Supervisor Walker)

ACTION: HEARING HELD. CONTINUED TO 11/18/90.

15. File 172-90-30.1. To consider the policy issues involved in the practice of "fuel price swapping" for the purpose of taking advantage of current prices for commodities such as gasoline, oil, pharmaceuticals, etc. for which there is good reason to believe may be experiencing significant increases over the next months. (Supervisor Walker)

ACTION: HEARING HELD. FILED.

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CITY AND COUNTY



OF SAN FRANCISCO

Public Library, Documents Dept
ATTN: Gerry Roth

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415)554-7642

November 7, 1990

TO: Finance Committee

FROM: Budget Analyst - recommendations

DOCUMENTS DEPT.

SUBJECT: November 7, 1990 Finance Committee Meeting

NOV 8 1990

Item 1 - File 97-90-46

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Note: This item was continued from the Finance Committee's meeting of October 31, 1990.

Department: Department of Social Services (DSS)

Item: Ordinance amending Section 20.57 of the San Francisco Administrative Code, General Assistance Program, to add monthly eligibility and asset disregard provisions to the Income Disregard Program.

Description: In June of 1990, the Board of Supervisors approved legislation authorizing the establishment of a two-year pilot program to institute an Income Disregard Program for the General Assistance Aid program. At the time this ordinance was passed, the proposed program disregarded a portion of income only from the determination of eligibility of persons seeking General Assistance. The proposed ordinance would expand the Income Disregard Program to allow any savings (in addition to a portion of income), up to a maximum of \$1,000 accrued by clients participating in the Income Disregard Program, to be disregarded in continued eligibility determinations by DSS.

Mr. Raymond Colmenar of DSS states that the proposed legislation would provide GA clients with greater ability to obtain permanent housing. DSS reports that many General Assistance clients do not have sufficient funds to pay rental deposits for the first and last months' rent and security, which are usually required to obtain permanent housing. DSS advises that allowing GA clients to save up to \$1,000, without counting such savings in determining their eligibility for General Assistance, would give the clients the

ability to pay rental deposits, thereby increasing the opportunity for GA clients to obtain permanent housing. Therefore, DSS requests that this amendment be approved in order to assist General Assistance clients in obtaining permanent housing.

Comments:

1. DSS had previously estimated that the Income Disregard Program would cost an additional \$249,000 during the first full year of operation, and would cost a total of \$773,400 for the two-year pilot period. However, DSS had anticipated that the Income Disregard Program would take four months to implement, and therefore projected an estimated cost of \$166,000 for eight months of Fiscal Year 1990-91. DSS had also reported that all of the program costs would be paid from the General Assistance aid appropriation and could be absorbed in the current 1990-91 budget appropriation for General Assistance.
2. Mr. Colmenar advises that DSS now expects the Income Disregard Program to begin December 1, 1990, which is one month later than the Department previously estimated. The one month delay is due to the additional time needed to finalize the Program's procedures and provide staff training. Based on a seven month period of operation between December 1, 1990 and June 30, 1991, DSS has projected an estimated cost of \$145,250. This represents a reduction of \$20,750 from the Department's previous estimates.
3. The Department was unable to accurately estimate the costs of the proposed amendment, but Mr. Colmenar states that the proposed amendment should not result in a significant increase in cost, because clients normally eligible for General Assistance usually do not have any savings that would affect their eligibility. However, once a person begins receiving General Assistance and participates in the Income Disregard Program, the General Assistance recipient would be allowed to save up to \$1,000 without those savings being applied to the determination of continued eligibility for General Assistance aid payments.
4. It should be noted, however, that the Board of Supervisors also approved the establishment of an Income Disregard Reserve account in the 1990-91 budget in the amount of \$200,000 for additional monies which might be needed for the Income Disregard Program.

5. DSS and the City Attorney's Office have advised the Budget Analyst that an additional amendment will be requested that would exempt the Income Disregard Program from a ten percent overpayment collection restriction. Currently, in determining eligibility and the amount of the GA award for clients, DSS eligibility workers and the client estimate the amount of income the client will earn from employment and other sources. Based on this estimate, a GA grant amount is calculated and awarded to the client. If that estimate is below the actual amount of income earned by the GA client, the GA grant amount awarded would be higher than the amount for which the client is actually eligible. Presently, DSS may only take back ten percent of each monthly grant award during the first six months in order to collect any overpayment. The proposed amendment would exempt the Income Disregard Program from this ten percent restriction, which would allow DSS to be flexible in collecting overpayments from recipients participating in the Income Disregard Program. According to Mr. Colmenar, the exemption would result in some savings in GA payments, but DSS does not expect the amount of the collections to be significant.

Recommendation: Approval of the proposed ordinance is a policy matter for the Board of Supervisors.

Items 2 and 3 - Files 101-90-24 and 64-90-40

Note: These items were continued from the Finance Committee's meeting of October 31, 1990.

Department: Mayor's Office, Employee Relations Division

Item: Item 2 (File 101-90-24) is a supplemental appropriation ordinance request reappropriating \$20,832 of funds from permanent salaries to rental of property for the sublease of space at 1390 Market Street, Suite 235.

Item 3 (File 64-90-40) is the proposed companion resolution authorizing a sublease of real property at 1390 Market Street, Suite 235.

Location: 1390 Market Street, Suite 235

Purpose of Sublease: Office space for Mayor's Office, Employee Relations Division

Sublessor: Combs and Greenly, Inc.

No. of Sq. Ft. and Cost per Month: 2,970 square feet @ \$1.28/sq. ft./month = \$3,799/ month

Annual Cost: \$45,588

% Increase Over 1989-90: This sublease is new.

Utilities and Janitor Services Provided by Lessor: All services provided by the lessor.

Term of Lease: November 1, 1990 through May 31, 1994 (3 years and 7 months)

Right of Renewal: None

Source of Funds: The proposed Item 2 (File 101-90-24) would reappropriate funds from the 1990-91 Mayor's Office budget, permanent salaries, to rental of property.

Description: 1. The Employee Relations Division (ERD) in the Mayor's Office currently leases Suite 250 at 1390 Market Street, which comprises 913 square feet of office space at \$1,196 per month (\$1.31/sq. ft./month), which is equal to an annual cost of \$14,352. This space is part of a larger lease of Mezzanine space at 1390 Market Street, which includes space rented by

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BUDGET ANALYST

the City Attorney's Office and the Department of Public Works. The entire existing lease is scheduled to expire December 31, 1993.

2. The ERD proposes to move out of Suite 250 and sublease 2,970 square feet of office space in Suite 235, 1390 Market Street, beginning November 1, 1990, from Combs and Greenly, Inc., a Court Reporting firm. Combs and Greenly is currently leasing the Suite 250 space from Calfox, the owners of the building. ERD would pay Combs and Greenly rental payments on the lease through the remainder of the lease term, which is scheduled to expire May 31, 1994. The proposed sublease of space would cost \$3,799 per month (\$45,588, annually) to rent and would include two large conference rooms, storage rooms, a coffee bar, four individual office spaces as well as unenclosed office space.

3. According to Ms. Maggie Jacobsen, Director of the Employee Relations Division, the current leased space in Suite 250 is inadequate to accommodate the Employee Relations Division, which has increased in size from five full-time authorized positions, which includes the Whistleblower Program approved by the Board of Supervisors, to seven full-time authorized positions. Of the seven positions, two positions are new in the 1990-91 budget and have yet to be filled.

4. Ms. Jacobsen reports that the ERD, in serving the needs of the City's employees in handling grievances as well as representing the City in labor negotiations, requires regular use of private conference rooms to conduct negotiations with employee representatives. Currently, ERD borrows conference rooms located at the War Memorial and the Public Utilities Commission, when they are available. The ERD periodically uses a small conference room in offices leased by the City Attorney. The new subleased space of 2,970 square feet at Suite 235 would include approximately 812 square feet for two large conference rooms, which would be used in labor negotiations and training of City administrators in handling grievances and due process requirements of the law, leaving a remaining 2,158 square feet of office space.

5. The ERD also requires storage space for files related to labor negotiations. Ms. Jacobsen states that the ERD is required by law to maintain files on labor negotiation in a secure place. Currently, the ERD does not have any file storage space. Some of ERD's files are stored in an existing conference room in space leased by the City Attorney. Other files are located in storage space in the building subleased by

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the Law Firm of Liebert, Cassidy, and Frierson from the Budget Analyst. The proposed 2,970 square feet of subleased space would also provide for 164 square feet of enclosed storage space for ERD's files.

6. Therefore, the balance of office space remaining would be 2,158 square feet, as noted above, less 164 square feet for storage space, or a balance of 1,994 square feet of office space in Suite 235. In addition, the lease provides for 109 square feet of coffee bar space. Excluding that space from the 1,994 square feet leaves 1,885 square feet of space allocated for offices. The allocation of the subleased office space for the proposed new sublease in Suite 235 is summarized as follows:

	<u>Square Feet</u>
Conference room space	812
File storage space	164
Coffee bar space	109
Office space	<u>1,885</u>
Total space to be subleased	2,970

7. The projected eight-month cost, from November 1, 1990 to June 30, 1991, for the new sublease is \$30,392 (eight months times \$3,799). According to the Controller's Office, the ERD currently has a balance of \$9,560 budgeted for rental of property for fiscal year 1990-91. ERD proposes that this amount be applied to the cost of the proposed sublease.

8. The ERD proposes to pay for the remainder of the sublease by reappropriating the amount of \$20,832 from its 1990-91 budget for permanent salaries (Item 8 - File 101-90-24). Ms. Jacobsen states that ERD is able to reappropriate these funds from permanent salaries because the two new positions for ERD, which was approved in the 1990-91 budget, have not been filled yet. The ERD would use the salary savings associated with these two positions to pay for the increased office rental costs. The cost of the proposed sublease and the proposed use of the reappropriated salaries are summarized as follows:

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	<u>Amount</u>
Cost of proposed sublease in Suite 235 (\$3,799/month x 8 months)	\$30,392
Sublease Cost to be paid by:	
1990-91 Budget amount included in the Mayor's Office budget for ERD for rental of Suite 250 (\$1,196/month x 12 months)	\$14,344*
Less rental payments already made by ERD for four months (July through October) on current Suite 250 lease	<u>4,784</u>
Balance of budgeted funds available for sublease at Suite 235	9,560
Proposed reappropriation of funds from 1990-91 permanent salaries budget (Item 2 - File 101-90-24)	<u>\$20,832</u>
Total funds available for sublease	<u>30,392</u>

* The amount budgeted is slightly less (\$8) than the actual rental cost of Suite 250.

Comments:

1. Mr. Gerald Romani of the Department of Real Estate advises that the rental rate of \$1.28/square feet/month at Suite 235 is considered the fair market value for the sublease.

2. Ms. Jacobsen states that labor negotiations which may involve as many as 60 union and management representatives, require large conference and meeting rooms in which labor and management negotiators may meet for long periods of time. The additional space for the conference rooms and coffee bar would allow ERD to conduct employee negotiations on-site and provide sufficient facilities for breaks in the negotiations, without the need to borrow conference facilities around the City. In addition, these conference rooms would be used periodically for grievance and arbitration proceedings, and workshops and training for City personnel. ERD also anticipates that the Department of Public Works and the City Attorney will use the conference rooms also. Ms. Jacobsen adds that having available conference space on-site in the offices allows for greater access to office phones and copying facilities, which the negotiators may use.

3. Ms. Jacobsen also points out that Measure D, which is on the November ballot, would require collective bargaining for salaries of Police and Fire Department personnel. If San

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Francisco voters approve this measure, Ms. Jacobsen advises that the ERD would require additional resources and staff to oversee the collective bargaining agreements, and therefore would need the greater amount of office space at Suite 235, as well as the conference rooms. ERD staff have not yet determined what costs, if any, would result from the passage of Measure D.

4. Ms. Jacobsen further states that space is needed to maintain a library of reference materials on labor law and labor relations, which the current office space does not have. The proposed subleased space would have sufficient room for placement of reference materials on labor law and labor relations.

5. With a current staffing level of five persons, ERD's current amount of existing office space of 913 square feet in Suite 250 is equivalent to approximately 183 square feet per person. In comparison, the proposed new 1,885 square feet of office space at Suite 235, to be subleased by ERD (excluding conference, file storage, and coffee bar space), would be equivalent to 269 square feet per person for seven employees. As previously noted, ERD has not yet hired two of these seven employees.

6. Under the current lease at Suite 250, the ERD would pay \$14,352 per year in rental costs for 913 square feet. Under the proposed sublease, the ERD would pay \$45,588 on an annual basis for 2,970 square feet, an increase of \$31,236 over the 1990-91 rental cost. To continue the proposed sublease, the increased costs would be requested in the Mayor's ERD 1991-92 budget.

7. In addition, because the leased space in the City Attorney's Office is part of one large lease, the City would still be responsible to continue to pay the \$14,352 in rent on the 913 square feet of space in Suite 250 to be relinquished by ERD. According to Ms. Jacobsen and Mr. Romani, either the City Attorney, or the Department Public Works, or both, would use the space vacated by the ERD and pay that annual rent of \$14,352 now being paid by ERD. Mr. Romani states that one of the two departments has requested the space and that funds for the payment of this rent would be transferred from another line item in the department's 1990-91 budget.

Recommendation: Approval of the proposed sublease, which would increase the space for the Employee Relations Division (ERD) from 913 square feet at Suite 250 to 2,970 square feet at Suite 235, increase the annual rent of ERD from \$14,352 to \$45,588, and at the same time, have the City continue to pay for the lease at Suite 250 to be relinquished by ERD at an annual cost of \$14,352, is a policy matter for the Board of Supervisors.

Item 4 - File 62-90-4

Department: Airports Commission

Item: Ordinance approving modification of the International Terminal Principal Concession Lease and Agreement for Retail Merchandising Sales between Duty Free Shoppers, Ltd., and the City and County of San Francisco acting by and through its Airports Commission.

Lessee: Duty Free Shoppers, Ltd.

Term: October 1, 1990 through July 13, 1993 (two years and nine and a half months)

Description: The Candy Lease for the International Terminal terminated September 30, 1990. Skyline Candy had been been the operator under the Candy Lease since 1967. Duty Free Shoppers, under its International Terminal Principal Concession Lease and Agreement for Retail Merchandising Sales, which began in July of 1983, exercised its right-of-first refusal to add the Candy Lease to its existing International Terminal Principal Concession Lease and Agreement for Retail Merchandising Sales effective October 1, 1990.

Duty Free Shoppers has been operating the Candy Lease, which consists of approximately 840 square feet of space in the International Terminal Building reserved for the sale of bulk or package candy in excess of \$2 per sale, on assignment from Skyline Candy since August 15, 1989. The purpose of the proposed ordinance is to amend Duty Free Shoppers' International Terminal Principal Concession Lease and Agreement for Retail Merchandising Sales to include the additional space and the right to sell bulk or packaged candy in excess of \$2 per sale.

Under the Candy Lease with Skyline Candy, the Airport received an average of 22 percent of gross revenues. However, Duty Free Shoppers will pay the Airport 20 percent of gross revenues for the same space under its International Terminal Principal Concession Lease and Agreement for Retail Merchandising Sales.

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Comments:

1. According to Ms. Angela Gittens of the Airports Commission, Duty Free Shoppers has completed tenant improvements to the Candy Lease space, although these improvements were not required by the terms of its International Terminal Principal Concession Lease and Agreement for Retail Merchandising Sales.

2. Ms. Gittens further reports that as a function of acquiring the additional 840 square feet of retail space, Duty Free Shoppers is required by its International Terminal Principal Concession Lease and Agreement for Retail Merchandising Sales to lease within the International Terminal an additional 210 square feet (25 percent of 840 square feet) of retail space to an MBE/WBE owned firm. According to Ms. Gittens, Duty Free Shoppers has already satisfied that requirement.

3. Ms Gittens also reports that although the Airport's percentage on gross sales will decrease from an average of 22 percent to 20 percent, Airport revenues from sales of the former Candy Lease space are not expected to decrease.

4. Revenues to the Airport from the Candy Lease for the past three years are as follows:

<u>Fiscal Year</u>	<u>Airport Revenues</u>
1987-88	\$283,187
1988-89	\$315,507
1989-90	\$460,552

5. Ms. Gittens projects FY 1990-91 revenue from the sales in the former Candy Lease location to be between \$450,000 and \$500,000.

Recommendation: Approve the proposed ordinance.

Items 5 and 6 - Files and 101-90-21 and 97-90-53

- Department:** Department of Parking and Traffic
- Items:** Supplemental Appropriation Ordinance to fund the proposed increase in the Cash Revolving Fund (File 101-90-21)
- Ordinance amending Section 10.151 of the Administrative Code, to change the Cash Revolving Fund for the Parking Authority to a Cash Revolving Fund for the Department of Parking and Traffic and to increase the Cash Revolving Fund from \$500 to \$10,000 (File 97-90-53).
- Amount:** \$9,500 (File 101-90-21)
- Source of Funds:** Reappropriation of Permanent Salaries - Off Street Parking Fund (Parking Meter Revenues) - File 101-90-21
- Description:** Section 10.151 of the Administrative Code currently provides for a Cash Revolving Fund for the Parking Authority in the amount of \$500. The proposed ordinance (File 97-90-53) would amend Section 10.151 of the Administrative Code to change the Cash Revolving Fund for the Parking Authority to a Cash Revolving Fund for the Department of Parking and Traffic. This change reflects the transfer of the Parking Authority into the recently created Department of Parking and Traffic. Additionally, the proposed ordinance would increase the amount of the Cash Revolving Fund from \$500 to \$10,000.
- The proposed Supplemental Appropriation Ordinance (File 101-90-21) would reappropriate funds from permanent salaries to provide \$9,500, to increase the Department of Parking and Traffic's Cash Revolving Fund from \$500 to \$10,000.
- Comments:**
1. Ms. Kathryn Hile of the Department of Parking and Traffic, reports that the Department performs numerous transactions which require the use of the Department's Cash Revolving Fund. According to Ms. Hile, the transactions primarily involve departmental purchases of items costing less than \$400. Such items include materials and supplies, hardware supplies, electrical supplies, etc.
 2. Ms. Rina Cutler, Director of the Department of Parking and Traffic reports that over the past year the Traffic Operations Division, which transferred from the Department of Public Works (DPW) to the Department of Parking and Traffic, averaged 32 revolving fund transactions per month,

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involving small purchases. These revolving fund transactions averaged \$165 per transaction, for a total of approximately \$5,300 per month. Ms. Cutler advises that these transactions comprise only a portion of such revolving fund transactions which now need to be processed through the Department of Parking and Traffic's ten divisions. Therefore, the Department is requesting a Cash Revolving Fund in the amount of \$10,000.

3. According to Ms. Cutler, the proposed increase in the Cash Revolving Fund would result in the Purchaser and Controller not having to process numerous small purchase orders and direct payment vouchers and would expedite the Department's purchasing process. However, the Budget Analyst believes that Cash Revolving Funds should not be used to merely expedite the purchasing process and make the purchase of materials and supplies and services more convenient. Rather, as stated in the City's Purchasing Procedures Manual, Cash Revolving funds should be used to pay for small items or services on a non-recurring or emergency basis.

4. Ms. Hile advises that in addition to requesting that the Cash Revolving Fund be increased from \$500 to \$10,000, although it is not included in the proposed ordinances, the Department is also requesting that the Controller's Office increase the Department's per check limit from \$150 per check to \$400 per check, in connection with the revolving fund.

5. Mr. Marvin Geistlinger of the Purchasing Department reports that the Purchaser does not typically review proposed increases in Department's Cash Revolving Funds. According to Mr. Geistlinger, he has not reviewed the Parking and Traffic Department's requested increase and therefore he declined to comment on the proposed request.

6. Ms. Hile reports that the Department has processed approximately 13 revolving fund transactions per month for the period July 1, 1990 through October 31, 1990 for a total of 51 revolving fund transactions. These transactions averaged approximately \$64 per transaction or approximately \$832 per month for a total of approximately \$3,276. In addition, Ms. Hile advises that an additional 11 revolving fund transactions, averaging approximately \$213 per transaction for a total of approximately \$2,348, would have been processed between July 1, 1990 and October 31, 1990 had there been sufficient funds available in the Department's Cash Revolving Fund. The \$3,276 expended for the 51 revolving fund transactions processed by the

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Department plus the \$2,348 identified for the 11 revolving fund transactions that the Department was unable to process, totals an expenditure of \$1,406 per month or \$5,624 for the four-month period from July 1, 1990 to October 31, 1990.

7. In the judgment of the Budget Analyst, the Department of Parking and Traffic's current and requested expenditures of approximately \$1,406 per month for revolving fund transactions does not demonstrate the need, (even if the per check limit is increased to \$400), for the Department's Cash Revolving Fund to be increased from \$500 to \$10,000. The Budget Analyst recommends that based on the Department's current and requested level of expenditures for revolving fund transactions, that the Department's Cash Revolving Fund should be increased from \$500 to \$5,000 or an additional \$4,500.

8. The Budget Analyst also recommends that DPW's Cash Revolving Fund be decreased by \$4,500 from \$55,000 to \$50,500, since the functions of the Traffic Operations Division and the related purchases for this Division have been transferred from DPW to the Department of Parking and Traffic. A comparable reduction in DPW's Cash Revolving Fund to offset any increase in the Department of Parking and Traffic's Cash Revolving Fund will avoid any interest loss to the City. As noted by Mr. John Madden of the Controller's Office, monies deposited into individual department's cash revolving funds do not accrue interest for the General Fund or in this case the Off-Street Parking Fund.

Recommendations:

1. Amend the proposed ordinance amending Section 10.151 of the Administrative Code, to change the Cash Revolving Fund for the Parking Authority to a Cash Revolving Fund for the Department of Parking and Traffic and to increase the Cash Revolving Fund from \$500 to \$5,000 instead of from \$500 to \$10,000 (File 97-90-53), and approve the proposed ordinance as amended.
2. Reduce the Supplemental Appropriation Ordinance request by \$5,000 from \$9,500 to \$4,500 (File 101-90-21).
3. Request the City Attorney to prepare an ordinance to amend the Administrative Code to reduce DPW's Cash Revolving Fund by \$4,500.

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Item 7 - File 97-90-56

Item: Ordinance amending Part I, Chapter 10 of the San Francisco Administrative Code by amending Sections 10.170, 10.170-2, and 10.170-4 thereof, to exclude the requirement, with some exceptions, that the Board of Supervisors be required to approve applications for grants by City officers, employees, boards and commissions.

Description: Pursuant to the San Francisco Administrative Code, the Board of Supervisors presently must approve all applications for Federal, State, or private grants made by City officers, employees, boards and commissions.

The proposed ordinance would remove the requirement, with certain exceptions, of having the Board of Supervisors approve applications for grants made by City officers, employees, boards or commissions. However, the Board of Supervisors would still be responsible for approving the acceptance and expenditure of all grant funds received by City departments.

With respect to the exceptions, the proposed ordinance would not apply to applications for financial aid from the California Peace Officers' Training Fund, and to applications for financial aid from the State Board of Corrections Standards and Training of Local Corrections and Probation Officers Program. The Board of Supervisors would still be required to approve the applications for such grants.

Comments: 1. According to Ms. Lucille Burlew-Lawler of the Department of Public Health (DPH) and Ms. Carla Javits of the Department of Social Services (DSS), with respect to DPH and DSS grant programs, with few exceptions, providers of grants do not require authorization of the grant application by the Board of Supervisors. However, DPH adds the following statement to the cover sheet of every application submitted to a grantor: "This application is submitted subject to the approval of the Health Commission and the Board of Supervisors of the City and County of San Francisco."

2. Ms. Burlew-Lawler further advises that often the departments do not learn about grant opportunities until late in the application process, or until just prior to the deadline for submittal of the application. As such, the requirement for Board of Supervisors approval of the grant application, which can take several weeks, could preclude the departments from submitting the application to the grantor in a timely manner.

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3. In approving this proposed ordinance, the Board of Supervisors would no longer have the opportunity to comment on a proposed grant's budgetary and policy impact prior to the submittal of the application, and the Board of Supervisors would only be able to review the grant program once the grant has been awarded to the City for acceptance and expenditure. Normally, in reviewing City department applications for grants, the Board of Supervisors would review the proposed grant program policy objectives, the budget, and the number of job positions that may be created. This proposed legislation would eliminate the Board of Supervisors authority to review the grant application, but the Board of Supervisors would still have the authority and opportunity to review the grant program policy objectives, the program budget, and the number of job positions that may be created when the City department requests approval from the Board of Supervisors to accept and expend the grant funds.

4. Ms. Caroline McCall, Legislative Policy Analyst, is also preparing a report reviewing the policy implications of this proposal.

Recommendation: Approval of the proposed ordinance which would eliminate the authority of the Board of Supervisors to approve Departmental grant applications, except for applications for aid from the California Peace Officers' Training Fund, and the State Board of Corrections Standards and Training of Local Corrections and Probation Officers Program, is a policy matter for the Board of Supervisors.

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Item 8 - File 101-90-22

Department: Department of Parking and Traffic

Item: Supplemental Appropriation Ordinance

Amount: \$34,000

Source of Funds: General Fund - Surplus from Permanent Salaries

Description: The proposed Supplemental Appropriation Ordinance would provide \$34,000 for the Department of Parking and Traffic to fund a work order to the Department of Electricity to perform necessary repair work on the radios that are used by the Department of Parking and Traffic's Parking Control Officers.

Comment: Ms. Kathryn Hile of the Department of Parking and Traffic reports that the Department has determined that this request for a supplemental appropriation is not necessary and therefore, it is requesting that this proposed ordinance be tabled.

Recommendation: Table the proposed ordinance as requested by the Department of Parking and Traffic.

Item 9 - File 101-90-23

Department: Department of Parking and Traffic

Item: Supplemental Appropriation Ordinance

Amount: \$19,678

Source of Funds: Reappropriation of Permanent Salaries - Road Fund (Gas Tax)

Description: The proposed Supplemental Appropriation Ordinance would reappropriate permanent salaries to provide \$19,678 for the Department of Parking and Traffic to fund the immediate filling of an 7276 Electrician Supervisor II position in the Department's Traffic Signal Division.

Section 10, Subsection 1 of the current Annual Appropriation Ordinance permits immediate filling of a position left vacant due to death or retirement of an incumbent when a lump sum payment is made for accumulated sick leave and/or vacation. The immediate filling of a vacant position requires a request by the department's appointing officer, the approval of the General Manager, Personnel and the Mayor and approval by resolution of the Board of Supervisors.

The Department of Parking and Traffic reports that the incumbent Electrician Supervisor II retired August 11, 1990 and will be paid for 922 hours of accumulated vacation and sick leave, which prevents refilling this position before January 21, 1991. The Department is proposing to fill the position by November 19, 1990. The incumbent was hired prior to June 5, 1978 and therefore was entitled, under the vested sick leave program, to payment for accumulated sick leave.

The Department of Parking and Traffic advises that the Electrician Supervisor II position is one of two supervising positions responsible for the supervision of the Traffic Signal Division. The Electrician Supervisor II position is directly responsible for supervising ten staff. Specific duties performed by this position, with the assistance of an Electrician Supervisor I, include: overseeing routine work assignments (i.e., maintenance and installation of traffic signals); field dispatching, technical consultation with staff; liaison to other divisions, and 24-hour emergency consultation and dispatching. The Department reports that the scope of duties performed by the Electrician Supervisor II position

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cannot adequately be maintained by the Electrician Supervisor I.

Comments:

1. Ms. Kathryn Hile reports that staff vacancies in the divisions funded by the Road Fund have resulted in salary savings of \$112,000, for the period July 1, 1990 to September 30, 1990.

2. As noted above, the Department of Parking and Traffic is proposing to fill the Electrician Supervisor II position by November 19, 1990. However, the supplemental appropriation request, in the amount of \$19,678 was calculated based on the Department's original intent to request that this position be filled by September 3, 1990. Ms. Kathryn Hile of the Department of Parking and Traffic reports that the Department initiated the process to request approval of a supplemental appropriation to fund the immediate filling of this position at the beginning of August, 1990. Ms. Hile advises that administrative delays resulted in this request being submitted to the Board of Supervisors at this time. The funding now required to fill this position, for the period of November 19, 1990 to January 18, 1991 (period preceding normal refill date of January 21, 1990), is \$5,477 (45 days @ \$121.71 per day). Therefore, the proposed ordinance should be amended to reflect a supplemental appropriation amount of \$5,477 instead of \$19,678, a reduction of \$14,201.

3. Mr. John Madden of the Controller's Office reports that approval of the proposed supplemental appropriation to fund the immediate filling of the Electrician Supervisor II, by the Board of Supervisors, constitutes approval of the immediate filling itself and therefore, a separate resolution for approval of the immediate filling is not required. Ms. Hile reports that the immediate filling has already been approved by the General Manager, Personnel and the Mayor.

Recommendation:

Amend the proposed ordinance by reducing this request of permanent salaries by \$14,201 from \$19,678 to \$5,477 and approve the proposed ordinance as amended.

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Item 10 - File 127-90-13

The proposed ordinance would amend the San Francisco Municipal Code to increase the City's payroll expense tax from 1.5 percent to 1.6 percent and the comparable business (gross receipts) tax rates to be effective July 1, 1990.

Businesses in San Francisco with a tax liability in excess of \$2,500 must pay either the Payroll Tax or Gross Receipts Tax to the City, whichever is higher. Currently, the Payroll Tax rate is 1.5 percent and the Gross Receipts Tax rate generally ranges from \$1.23 to \$3.00 per \$1,000 of gross receipts depending on the type of business. Each business is required to compute both its Payroll and Gross Receipts Tax liability and to pay the higher of these two amounts to the City unless neither computation exceeds \$2,500 in which case no Payroll or Gross Receipts taxes are to be paid to the City. However, such businesses must pay the \$150 Annual Business Tax Registration Fee unless the gross receipts of the businesses are less than \$15,000 annually.

In July of 1988, the Board of Supervisors approved an amendment to Section 903 of Part III, Article 12-A of the Municipal Code, which increased the Payroll Tax from 1.5 percent to 1.6 percent annually (Ordinance No. 357-88) and increased the comparable Gross Receipts Tax rates for the various categories of businesses identified in the Municipal Code (Ordinance No. 358-88). Both Ordinance No. 357-88 and 358-88 became effective July 1, 1988. Both of these ordinances also contained a sunset clause, which stated that the 1.6 percent Payroll Tax rate and comparable Gross Receipts Tax rates would remain in effect only until July 1, 1989 unless extended by separate legislation of the Board of Supervisors.

In July of 1989, the Board of Supervisors extended the 1.6 percent payroll tax and associated gross receipts tax rates until July 1, 1990 (Ordinance Nos. 250-89 and 251-89).

During the 1990-91 budget process, the Board of Supervisors did not extend the 1.6 percent Payroll Tax and associated Gross Receipts Tax rates. Therefore, as of July 1, 1990, the Payroll Tax returned to the current 1.5 percent rate with the comparable reduction of the Gross Receipts Tax rates. The proposed legislation would increase the current 1.5 percent Payroll Tax rate and the comparable Gross Receipts Tax rates back to the prior 1.6 percent rates.

Comments

1. According to the 1990-91 Annual Appropriation Ordinance, the current 1.5 percent Payroll Tax and comparable Gross Receipts Tax rates are projected to generate a total of \$147,600,000 in revenue for the City. According to the Budget Analyst and Mr. John Madden of the Controller's Office, if the proposed ordinance is approved, the City's 1990-91 annual revenues would be increased by an estimated \$9,840,000 for the combined Payroll Tax and Gross Receipts Tax.

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2. Ms. Gail Friedlander of the Tax Collector's Office reports the City's Payroll Tax and Gross Receipts Tax are paid based on a calendar year. Statements for collection of the 1990 annual Payroll Tax and Gross Receipts Tax are scheduled to be sent out after January 1, 1991. According to Ms. Friedlander, the Tax Collector has just completed the printing of the brochures to be sent to each business indicating the current Payroll Tax rate of 1.5 percent as of July 1, 1990.

3. As previously noted, in addition to the Payroll and Gross Receipts Taxes, all San Francisco businesses with gross receipts in excess of \$15,000 must pay the City's current annual \$150 Annual Business Tax Registration Fee. In prior years, the City's Annual Business Tax Registration Fee could be taken as a credit against the amount of Payroll or Gross Receipts Taxes which were owed to the City. However, beginning in fiscal year 1990-91, the Annual Business Tax Registration Fee must be paid in addition to any Payroll or Gross Receipts Taxes owed to the City.

Recommendation

The proposed ordinance to increase the current Payroll Tax rate to 1.6 percent and the corresponding increase to the Gross Receipts Tax rate is a policy matter for the Board of Supervisors.

Items 11 and 12 - Files 7-90-10 and 7-90-10.1

Department: Public Utilities Commission (PUC)
Municipal Railway (MUNI)

Items: The proposed resolution (File 7-90-10) would find that the proposed MUNI Regional transfer fare revision will increase revenues but will not be sufficient to pay for all MUNI costs without requiring a tax subsidy.

The proposed resolution (File 7-90-10.1) would approve a revised MUNI fare schedule for Regional Transfers retroactive to July 1, 1990.

Description: The Board of Supervisors approved Resolution No.126-90 in February of 1990 amending the MUNI Fare Schedule to authorize the use of the AC Transit/BART Plus Pass on the Municipal Railway. The AC Transit/BART Plus Pass currently provides unlimited use of AC Transit or MUNI during a two-week period and limited use of BART depending on the total value of the pass purchased, which ranges between \$20 and \$53.

In return for honoring the AC Transit/BART Plus Pass, MUNI receives \$10 for each Pass credited to its service by means of a formula. That formula currently credits to MUNI 20 percent of the first 3,600 AC Transit/BART Plus Passes sold each month and 100 percent of Pass sales in excess of 3,600 each month. The 80 percent balance of the first 3,600 Passes sold each month is credited to AC Transit at the same rate of \$10 per Pass. A total of 35,718 Passes were sold during the five-month period from February 1, 1990, to June 30, 1990, an average of 7,144 Passes per month. MUNI's reimbursement share total was \$213,180 and AC Transit's reimbursement share total was \$144,000.

The PUC on October 9, 1990, adopted Resolution No. 90-0338 proposing revisions to the existing Municipal Railway fare schedule. The proposed revisions consist of increasing the reimbursement rate from \$10 to \$12 effective January 1, 1991 for each AC Transit/BART Plus Pass credited to MUNI and implementing a new method of calculating the number of Passes to be credited to MUNI and to AC Transit from the total Passes sold.

On the basis of a Metropolitan Transportation Commission (MTC) transit user survey, AC Transit and MUNI agree that the current method of calculating the MUNI/AC Transit split

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of the AC Transit/BART Plus Pass revenues, previously described, has resulted in AC Transit being inadequately reimbursed for its services and in MUNI being excessively reimbursed for its services. As a remedy, the proposed resolution would impose a new formula for calculating the MUNI/AC Transit revenue split. The revenue split would be determined monthly based on the net ridership factors calculated for the East Bay and West Bay areas, and the reimbursement rate of \$10 (\$12 effective January 1, 1991). Net ridership factors would be determined by the number of AC Transit/BART Plus Passes sold, and an estimate of the number of MUNI riders buying and using AC Transit/BART Plus Passes that enter BART from the East Bay and from the West Bay.

Additionally, retroactive to July 1, 1990 under the new formula, revenues from the first 6,550 Passes that would be paid to MUNI would instead be paid to AC Transit. The reimbursement value of those Passes would be a one-time transfer of \$65,500 from MUNI to AC Transit.

Comments:

1. The proposed resolution (File 7-90-10) of findings is required by Section 2.25 of the San Francisco Administrative Code. MUNI's revenues, including the new revenues from the proposed fare increase, are not sufficient to meet all of MUNI's operating costs. Therefore, MUNI does require a tax subsidy from the City to balance its operating budget.

2. Ms. Kathleen Kelly of the PUC reports that AC Transit/BART Plus Pass sales for the first three months of FY 1990-91 were as follows:

July	8,200
August	9,150
September	10,000

Ms. Kelly reports that the PUC expects that the average number of sales for the remainder of calendar year 1990 and for the next year will be at least 10,000 per month.

3. Based on the existing reimbursement schedule, MUNI's current \$10 rate for each AC Transit/BART Plus Pass credited is paid from the following sources:

Rider	6
BART	3
MTC	<u>1</u>
Total	\$10

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According to Ms. Kelly, the proposed additional \$2 fare would be contributed by the MTC.

4. Using the projected sales factor of 10,000 AC Transit/BART Plus Pass sales per month and the existing formula of crediting to MUNI 20 percent of the first 3,600 Passes sold each month and 100 percent of Pass sales in excess of 3,600 each month at the current \$10 rate would result in annual revenues of approximately \$345,600 to AC Transit and approximately \$854,400 to MUNI. However, as previously stated, the current method of calculating the revenue split is inequitable because according to Ms. Kelly the current approximate ridership split between AC Transit and MUNI is 55 percent and 45 percent, respectively.

5. Using the projected sales factor of 10,000 AC Transit/BART Plus Pass sales per month and the current actual ridership split between AC Transit and MUNI, MUNI's annualized revenues would be \$648,000 under the proposed \$12 fare and would be \$540,000 under the current \$10 fare. The proposed resolution, even with the increased reimbursement rate of \$12 would result in an estimated reduction to MUNI of approximately \$206,400 (\$854,400 less \$648,000) annually.

6. The Budget Analyst has reviewed the original AC Transit/MUNI revenue split formula. We agree that the increased use of the AC Transit/BART Plus Pass has resulted in a revenue distribution between AC Transit and MUNI that is inequitable to AC Transit. Although the proposed revenue distribution formula that would be based on monthly ridership surveys should result in approximately \$206,400 less annual revenues to MUNI, the proposed resolution will also result in a more equitable distribution of revenues between AC Transit and MUNI.

7. Ms. Kelly reports that other transit operators have expressed an interest in participating in the AC Transit/BART Plus Pass Program. According to Ms. Kelly, the proposed revenue sharing formula would require revision should other transit operators join the Program.

Recommendation: Approve the proposed resolutions.

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Item 13 - File 61-90-3

1. The proposed resolution would extend the time for award of the Department of Public Works (DPW) contract for Job 5146A, the Park Branch Library Renovation, to October 29, 1990.

2. To date, DPW's, Bureau of Architecture has expended \$80,000 for design of the Park Branch Library Renovation project. According to Mr. Russ Abel of the DPW's Bureau of Architecture, the original project budget for the Park Branch Library Renovation project was \$636,000. However, in August, 1990 the DPW revised the original project budget from \$636,000 to \$903,000, an increase of \$267,000. The \$903,000 revised project budget included the initial \$80,000 for design together with the updated construction and contingency costs of \$823,000.

3. Based on DPW's updated estimates of the construction costs, in August and October of 1990, DPW requested that the Board of Supervisors release previously reserved funds totalling \$823,000 for construction and contingency funds for the Park Branch Library Renovation from the 1988 Library Improvement Bond funds (Files 101-89-34.3 and 101-89-34.4). The Finance Committee approved the release of \$800,000 in August and \$23,000 in October for the Park Branch Renovation. These funds were to be used for capital improvements to the Park Branch Library, located at 1833 Page Street. The proposed capital improvements would bring the Park Branch Library up to seismic codes and make the Library accessible to physically disadvantaged persons.

4. However, according to Mr. Abel, the Library Commission had not yet approved the increase in the Park Branch Library Renovation costs when DPW requested the release and received approval of the additional funds from the Finance Committee. In September, 1990 the Library Commission did not approve the additional expenditure of funds because the increase in funds for the Park Branch Library would result in a reduction in funds that would be available to be spent on other Branch Libraries. Instead, the Library Commission requested that DPW review and attempt to reduce the scope and costs of the Park Branch Library Renovation project.

5. The proposed resolution would allow DPW's Bureau of Architecture to extend the original contract award date of September 29, 1990 to the proposed date of October 29, 1990. Mr. Abel reports that the extension of time will allow DPW's Bureau of Architecture to complete their review in examining ways of reducing the Park Branch Library's project scope, as requested by the Library Commission.

Comments

1. Mr. Abel reports that contract bids were received for the Park Branch Library Renovations on August 29, 1990 and that Chapot and Associates was chosen as the construction contractor for the Park Branch Library Renovations. Mr. Abel adds that Chapot and Associates is not a MBE or WBE but does fulfill the requirements of a Local Business Enterprise (LBE).

2. According to Mr. Abel, to date, approximately \$100,000 in construction costs for the Park Branch Library Renovations have been reduced and that additional reductions or modifications are being reviewed. Mr. Abel reports that any funds previously appropriated by the Board of Supervisors that is not expended on the Park Branch Library will be requested for use on other Branch Libraries renovation projects.

3. Mr. Abel reports that due to administrative delays, the proposed resolution could not reach the Board of Supervisors until after the originally proposed date of October 29, 1990. Therefore, the Department requests that the proposed resolution be amended to extend the contract award date for the Park Branch Library Renovations to November 16, 1990.

Recommendation

Amend the proposed resolution to extend the contract award date for the Park Branch Library Renovations to November 16, 1990 and approve the proposed resolution as amended.

Item 14 - File 107-90-5

Department: Department of Social Services (DSS)

Item: Hearing on the Department of Social Services' Early Fraud Detection Program (FRED Program).

Description: In July of 1989, DSS began development of a "Front-end" early fraud detection program, known as FRED, for the AFDC, Food Stamps, and General Assistance Programs. The FRED Program began operation in March, 1990. According to DSS, San Francisco is the 24th county in California to develop a FRED Program. The objectives of the FRED Program are to:

- 1) Prevent ineligible persons from receiving aid for which they have applied;
- 2) Reduce the number of referrals for prosecution of welfare fraud;
- 3) Attempt to find, for ineligible persons, alternative sources of aid for which they are eligible.

The FRED Program attempts to verify information given in client applications prior to the determination of eligibility of the client. FRED investigators do not review all applications; rather, eligibility workers for the AFDC, Food Stamps, and General Assistance Programs refer selected applications to the FRED Program for verification. DSS investigators for the FRED Program verify application information through home visits, client interviews, authorized third party contacts, and other resources. After the investigator verifies the application information, the investigator recommends that the client either receive aid, be denied aid, or be referred to another aid program for which the client may be eligible.

Since the inception of the Program, the FRED Program has handled 592 referrals. Of the total of 592 referrals, FRED Program staff found 312 cases to be eligible and recommended continuation or awarding of immediate aid, and found 267 cases to be ineligible and recommended aid be denied or discontinued. In addition, in 13 cases referred to the FRED Program, the clients voluntarily withdrew from the aid program upon notification that their case had been referred to the FRED Program.

Comment: 1. Prior to October 1, 1990, DSS paid for 25 percent of FRED Program's administrative costs. However, State Senate Bill 2454, enacted in July of 1990, requires counties to implement FRED programs, and as of October 1, 1990, the State and Federal governments reimburse the City for all of its administrative costs,

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except for those costs attributed to referrals made to the County's General Assistance Program. DSS expects to save a total of \$43,000 through increased reimbursements in State and Federal funding for administrative costs of the FRED Program for Fiscal Year 1990-91.

2. DSS estimates that, for the first six months of the Program, the FRED Program has saved \$184,652 or about \$312 per referral of the total of 592 referrals.

3. DSS further reports that most of the savings during the first six months have accrued to the State and Federal governments, and the County's General Fund savings have not offset the General Fund costs incurred on the program. DSS estimates a slight net cost of \$956 on its share of the FRED Program (See attachment). DSS attributes the slight net cost to the General Fund to a low number of referrals from the General Assistance Program (GA) which resulted in a lesser amount of General Fund savings. In addition, as noted above, DSS's share of the costs during the first six months was 25% of the total program costs, which the General Fund savings did not entirely cover. However, Mr. Raymond Colmenar of DSS states that these administrative costs would have been incurred regardless of whether the FRED Program included referrals and accrued savings from the GA Program. Therefore, according to Mr. Colmenar, the savings from the GA referrals are a direct benefit to the City because the GA savings directly offset the City's General Fund contributions to the cost of the FRED Program.

4. As stated in Comment No. 1 above, the State and Federal governments will reimburse DSS for all of the administrative costs of the FRED Program, except those costs attributed to referrals from the GA Program. Based on time studies conducted by DSS, Mr. Colmenar advises that the Department expects that ten percent of the FRED Program costs will be attributable to referrals from the GA Program.

5. DSS estimates that, during the first full year of the FRED Program, the Program will produce a net savings of \$779,354. Of the total amount of \$779,354, the Federal government will accrue \$338,128, the State will accrue \$279,072, and the City will accrue \$162,154 in savings. The reason why most of the savings accrue to the Federal and State governments is because the AFDC and Food Stamps programs are 95 percent funded by the Federal and State governments. The City pays for the remaining five percent of the cost of these programs. Therefore, the Federal and State governments receive most of the savings benefit from the FRED Program.

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ATTACHMENT D

TABLE I
ESTIMATED FRAUD PREVENTION COSTS AND BENEFITS
BASED ON FIRST SIX MONTHS OF ACTUAL EXPERIENCE

	SAVINGS			Total	COST	Net
	AFDC	AFDC Homeless	GA	Savings		Savings
Six Months	\$197,610	\$145,510	\$29,803	\$3,392	\$376,314	\$191,663
Federal	98,805	72,755		1,785	173,345	95,831
State	88,924	65,479			154,404	47,916
Local	9,880	7,275	29,803		46,959	47,916
						(956)

ASSUMPTIONS:

- Casemonths and grant amounts used to calculate savings:

	AFDC		GA	FS
	AFDC	Homeless		
Six months	290	152	87	40
grant amt.	\$682	\$630	\$341	\$85
		1,091*		

- Five percent of those denied or discontinued reapply successfully for aid based on the first three months of experience.

- GA and Food Stamps clients who are discontinued or denied remain off aid for four months.

*- A third of AFDC Homeless recipients receive permanent homeless assistance.

- FRED costs are 50 percent federal, 25 percent state, and 25 percent local.

Item 15 - File 172-90-30.1

1. This request is for a hearing to "consider the policy issues involved in the practice of 'fuel price swapping' for the purpose of taking advantage of current prices for commodities such as gasoline, oil, pharmaceuticals, etc. for which there is good reason to believe" significant price increases will be experienced over the next months.
2. On Monday, October 29, 1990, the Board of Supervisors approved a resolution on the immediate adoption calendar authorizing the Purchaser to enter into fuel price swap agreements for the remainder of the current 1990-91 fiscal year. Based on a declaration that an emergency exists, due to the need to insure an adequate supply of necessary fuel and the uncertain future with regard to fuel prices caused by the threat of war in the Persian Gulf, the Board of Supervisors authorized the execution of the agreement in a most expeditious manner and urged the Mayor and the Public Utilities Commission to transfer any funds necessary to carry out the intent of the resolution.
3. A commodity swap, such as is contemplated by the "fuel price swap" legislation described above, is a financial market instrument in the form of an agreement between a large commodity consumer, such as the City and County of San Francisco in the case of diesel fuel and gasoline, and a financial institution, such as a bank. Under a fuel price swap agreement, the City would become the "fixed price payor" for the purchase of fuel and the financial institution would be a "floating price payor". The agreement assures that the City would pay a "strike price" per gallon for fuel as determined by the New York Mercantile Exchange (NYMEX) market fuel price at the time the agreement is executed, as adjusted for San Francisco delivery costs. Included in the strike price is a "swap premium cost" of up to approximately three cents (\$0.03) per gallon. This amount is paid to the financial institution.
4. Should the NYMEX price exceed the strike price specified in the agreement during the term of the agreement, then the financial institution, or floating price payor, pays to the City the amount of this difference for the quantity of fuel specified in the agreement to be purchased by the City for each settlement period (i.e. monthly). If the NYMEX price falls below the strike price specified in the agreement, then the City pays the difference to the financial institution for the specified quantity for each settlement period. By entering into such an agreement, the City would create a hedge against potential large future increases in fuel prices in contrast to current prices. However, should prices fall below the strike price, the City would not benefit by realizing savings but would actually lose money since the difference between the strike price, which includes the swap premium, and the lower fuel price must be paid to the financial institutions by the City.
5. If the strike price is sufficiently low at the time that the swap agreement is executed, then the City could benefit by such an agreement in that it would be protected from large increases in future fuel prices due to further disruption to

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crude oil supplies or political factors that influence the commodity futures markets. The City could therefore minimize the risk of sudden large unanticipated expenditure increases and the resulting negative impact on the General Fund budget.

6. On October 29, 1990, when the Board of Supervisors adopted the emergency resolution described above, the Mayor's Office and the CAO's Office anticipated a strike price of \$0.685 per gallon of diesel fuel, including the \$0.03 per gallon swap premium. In order to hedge against the impact of price increases, the Mayor and CAO proposed to execute the agreement based upon this price for a quantity of approximately 700,000 gallons monthly (5.6 million gallons for the remaining eight months of this fiscal year) representing the approximate amount of fuel purchased by the MUNI and the Purchaser's Central Shops. However, since this analysis was performed, the NYMEX strike price has increased to approximately \$0.80 per gallon. Also, the delivered fuel price to San Francisco is now substantially greater than originally anticipated (approximately \$0.10 per gallon higher than the NYMEX price instead of \$.04 per gallon). Consequently, since the price the City can guarantee through such a swap agreement is higher than the price per gallon built into the budget, the attractiveness of such a price swap is significantly less than previously thought. As a result, the fuel price swap agreement authorized by the Board of Supervisors on October 29, 1990 has not yet been executed.

7. A supplemental appropriation resulting in additional expenditures to the City will be required due to the fact that fuel prices have already exceeded budget assumptions for the first four months of this fiscal year. The amount of this supplemental appropriation has not yet been determined. Currently, Central Shops estimates that it may over-expend appropriated funds for gasoline and diesel fuel by as much as \$630,000 for the 1990-91 fiscal year (a likely maximum amount) and the MUNI projects that it may be underbudgeted by as much as \$1.2 million for diesel fuel. However, it is not yet known what of this total amount of approximately \$1.83 million will require supplemental appropriations from the General Fund reserve since it could be substantially offset by other budget savings and non-General Fund sources. The PUC Finance Bureau reports that an internal reserve against new revenue has been established to offset the increased fuel costs.

Comments:

1. The advantages of fuel price swap agreements are that they serve as a means of assuring stability in operating expenditures over a fiscal year. Although the City may pay a premium for the price guarantee, and would not realize any savings should prices decline in the future, such a budgetary policy would protect the City from the substantial unanticipated costs that can result from supply disruptions and other factors such as are now being experienced due to the Persian Gulf threat of hostilities.

2. The disadvantages of fuel price swap agreements are that the City could wind up paying significantly more due to the possible price swap premium costs

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BUDGET ANALYST

and if there is a sudden downturn in fuel prices at a time when the City is committed to paying a higher price.

3. The Budget Analyst is unaware of similar opportunities to protect the City's budget from sudden unanticipated expenditures through the use of price swap agreements for such items as pharmaceuticals. Such instruments are primarily available to consumers of large amounts of commodities for which a futures market exists. Typically, such commodities fall into the categories of grains, foods and fiber, metals and petroleum, wood, cattle and hogs.

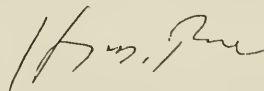
4. Because the resolution approving the execution of a fuel price swap agreement was approved as an emergency measure, resulting contractual commitments are not required to comply with the City's South African divestiture ordinance. It is unclear that any financial institution that the City would enter into an agreement with for such an endeavor would qualify as not having investments involving the government of South Africa or companies doing business in South Africa.

5. As previously noted, the currently available strike price for fuel is significantly higher than the price assumption used for the 1990-91 expenditure budget. Consequently, the fuel price swap agreement authorized by the Board of Supervisors on October 29, 1990 has not yet been executed by the City.

6. As in any investment decision, there is an element of risk involved as well as potential benefits. In this case, if the swap agreement is executed and prices continue to rise, then the City is protected from incurring the additional cost. If prices decline below the strike price, the City will incur greater fuel costs than it would have otherwise without the price swap agreement.

Recommendation:

The decision to authorize the use of fuel swap price agreements is a policy matter for the Board of Supervisors.


Harvey M. Rose

cc: Supervisor Walker
Supervisor Maher
Supervisor Hallinan
President Britt
Supervisor Alioto
Supervisor Gonzalez
Supervisor Hongisto
Supervisor Hsieh
Supervisor Kennedy
Supervisor Nelder
Supervisor Ward

Clerk of the Board
Legislative Policy Analysts
Chief Administrative Officer
Controller
Carol Wilkins
Ted Lakey

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BOARD OF SUPERVISORS

CITY AND COUNTY OF SAN FRANCISCO

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2
11/14/90

WEDNESDAY, NOVEMBER 14, 1990 - 2:00 P.M. ROOM 228, CITY HALL

MEMBERS: SUPERVISORS WALKER, MAHER, HALLINAN

ABSENT: SUPERVISOR MAHER

CLERK: PATRICIA J. ENG

NOTE: Copies of the Budget Analyst's Report will be available for review on the counter in the Office of the Clerk of the Board, Room 235, City Hall, 10:00 a.m. the date of the meeting.

CONSENT CALENDAR

1. All matters listed hereunder constitute a Consent Calendar, are considered to be routine by the Finance Committee, and will be acted upon by a single roll-call vote of the committee. There will be no separate discussion of these items unless a member of the committee or a member of the public so requests, in which event the matter shall be removed from the Consent Calendar and considered as a separate item:
 - a) File 25-90-27. [Contracting Out City Services] Resolution concurring with the Controller's determination that security guard services can practically be performed at the Bureau of Engineering Offices at 1680 Mission Street by private contractor for a lower cost than if the services were performed by City and County employees. (Department of Public Works)
 - b) File 68-90-20. [Grant - Federal Funds] Resolution authorizing the Mayor's Office of Business and Economic Development to expend a grant from the Federal Economic Development Administration of \$50,000 for a program to retain employment in San Francisco threatened by severe economic dislocation as a result of the earthquake. (Supervisor Hallinan on behalf of the Mayor)
 - c) File 130-90-3.1. [Anti-Drug Funds] Resolution authorizing the Chief Adult Probation Officer of the City and County of San Francisco to expend funds in the amount of \$121,050 made available through the Office of Criminal Justice Planning for a project entitled "San Francisco Adult Probation's Drug Abatement Project"; pursuant to File No. 130-90-3, Resolution No. 397-90 previously approved by the Board of Supervisors authorizing the application and acceptance of the grant. (Mayor)

- d) File 138-90-1.1. [Anti-Drug Funds] Resolution authorizing the District Attorney of the City and County of San Francisco to expend funds in the amount of \$212,770 made available through the Office of Criminal Justice Planning for a project entitled "San Francisco District Attorney's Abatement Project" pursuant to File No. 138-90-1, Resolution No. 398-90 previously approved by the Board of Supervisors authorizing the application and acceptance of the grant. (Mayor)
- e) File 143-90-2.1. [Anti-Drug Abuse Funds] Resolution authorizing the Chief of Police of the City and County of San Francisco to expend funds in the amount of \$74,450 made available through the Office of Criminal Justice Planning for a project entitled "San Francisco Police Department's Drug Abatement Project" pursuant to File No. 143-90-2, Resolution No. 400-90 previously approved by the Board of Supervisors authorizing the application and acceptance of the grant. (Mayor)

ACTION: ITEM 1b SEVERED. REMAINDER OF CONSENT CALENDAR RECOMMENDED.

ITEM 1b, File 68-90-20. CONTINUED TO 11/28/90.

REGULAR CALENDAR

- 2. File 97-90-46. [General Assistance - Income Disregard] Ordinance amending Administrative Code by amending Section 20.57 to add monthly eligibility and asset disregard provisions to the income and asset disregard program. (Supervisor Walker)

(Continued from 11/7/90.)

ACTION: AMENDMENT OF THE WHOLE ADOPTED. NEW TITLE:
"[General Assistance - Income Disregard] ORDINANCE AMENDING THE SAN FRANCISCO ADMINISTRATIVE CODE, GENERAL ASSISTANCE PROGRAM, BY AMENDING SECTION 20.57 TO ADD MONTHLY ELIGIBILITY, ASSET DISREGARD, RETROSPECTIVE BUDGETING AND GRANT SUPPLEMENT PROVISIONS TO THE INCOME AND ASSET DISREGARD PROGRAM." RECOMMENDED AS AMENDED.

- 3. File 97-90-56 . [Grant Applications] Ordinance amending Part I, Chapter 10 of the San Francisco Administrative Code by amending Sections 10.170, 10.170-2 and 10.170-4 thereof, to exclude the requirement, with some exceptions, that the Board of Supervisors be required to approve applications for grants by City officers, employees, boards or commissions. (Supervisor Walker)

(Continued from 11/7/90.)

ACTION: CONTINUED TO 11/28/90.

- 4. File 96-90-4. [Sale of Surplus City Property] Ordinance ordering the sale of a vacated portion of Eagle Street between Yukon and Mono Streets; and adopting findings pursuant to City Planning Code Section 101.1. (Real Estate Department)

ACTION: RECOMMENDED.

5. File 97-90-54. [Housing Programs Fees Fund] Ordinance amending Administrative Code, by adding Section 10.117-100 thereto, relating to the establishment and administration of a Housing Program Fees Fund. (Mayor's Office of Housing)

ACTION: RECOMMENDED.

6. File 52-90-1. [Authorization to Expend Private Funds] Resolution authorizing Department of Public Works to accept monetary compensation from property owners for the higher cost of procuring and installing special ornamental streetlight poles in Upper Ashbury Undergrounding District 309, Phase 2D. (Department of Public Works)

ACTION: RECOMMENDED.

7. File 68-90-17. [Juvenile Justice/Delinquency Prevention Grant] Resolution authorizing the Mayor of the City and County of San Francisco to apply for, accept and expend funds in the amount \$6,346 made available through the Office of Criminal Justice Planning for a project entitled "1990/91 JJDP Planning Grant"; and agreeing to provide local matching funds in the amount of \$6,346. (Mayor)

ACTION: AMENDED TO PROVIDE FOR RATIFICATION OF ACTION PREVIOUSLY TAKEN. NEW TITLE: "[Juvenile Justice/Delinquency Prevention Grant] RESOLUTION AUTHORIZING THE MAYOR OF THE CITY AND COUNTY OF SAN FRANCISCO TO APPLY FOR, ACCEPT AND EXPEND FUNDS IN THE AMOUNT OF \$6,346 MADE AVAILABLE THROUGH THE OFFICE OF CRIMINAL JUSTICE PLANNING FOR A PROJECT ENTITLED "1990/91 JJDP PLANNING GRANT"; AND AGREEING TO PROVIDE LOCAL MATCHING FUNDS IN THE AMOUNT OF \$6,346; PROVIDING FOR RATIFICATION OF ACTION PREVIOUSLY TAKEN." RECOMMENDED AS AMENDED.

8. File 68-90-18. [Juvenile Justice/Delinquency Prevention Grant] Resolution authorizing the Mayor of the City and County of San Francisco to apply for, accept and expend funds in the amount \$49,132 made available through the Office of Criminal Justice Planning for a project entitled "San Francisco Educational Services". (Mayor)

ACTION: RECOMMENDED.

9. File 68-90-19. [Federal Grant] Resolution authorizing the Mayor of the City and County of San Francisco to apply for, accept and expend funds in the amount \$822,029 made available through the Department of Health and Human Services for a project entitled "San Francisco Gang Prevention Program"; and agreeing to provide in kind match in the amount of \$508,486. (Mayor)

ACTION: AMENDED TO PROVIDE FOR RATIFICATION OF ACTION PREVIOUSLY TAKEN. NEW TITLE: "[Federal Grant] RESOLUTION AUTHORIZING THE MAYOR OF THE CITY AND COUNTY OF SAN FRANCISCO TO APPLY FOR, ACCEPT AND EXPEND FUNDS IN THE AMOUNT \$822,029 MADE AVAILABLE THROUGH THE DEPARTMENT OF HEALTH AND HUMAN SERVICES FOR A PROJECT ENTITLED "SAN FRANCISCO GANG PREVENTION PROGRAM"; AND AGREEING TO PROVIDE IN KIND MATCH IN THE AMOUNT OF \$508,486; PROVIDING FOR RATIFICATION OF ACTION PREVIOUSLY TAKEN." RECOMMENDED AS AMENDED.

10. File 146-90-79. [Grant - State Funds] Resolution authorizing the Department of Public Health, AIDS Office, to apply for, accept and expend an augmentation grant of \$678,895 from the California Department of Health Services, Office of AIDS, to continue funding the AIDS Drug Program. (Mayor)

ACTION: AMENDED TO PROVIDE FOR RATIFICATION OF ACTION PREVIOUSLY TAKEN; AUTHORIZING DEPARTMENT OF PUBLIC HEALTH TO APPLY FOR, ACCEPT AND EXPEND AN AUGMENTATION GRANT IN AN AMOUNT NOT TO EXCEED \$3,000,000 FROM THE CALIFORNIA DEPARTMENT OF HEALTH SERVICES, OFFICE OF AIDS, TO CONTINUE FUNDING THE AIDS DRUG PROGRAM FOR THE PERIOD OF OCTOBER 1, 1990 THROUGH JUNE 30, 1991; AND TO PROVIDE FOR RATIFICATION OF ACTION PREVIOUSLY TAKEN. NEW TITLE: "[Grant - State Funds] RESOLUTION AUTHORIZING THE DEPARTMENT OF PUBLIC HEALTH, AIDS OFFICE, TO APPLY FOR, ACCEPT AND EXPEND AN AUGMENTATION GRANT OF \$678,895 FROM THE CALIFORNIA DEPARTMENT OF HEALTH SERVICES, OFFICE OF AIDS, TO CONTINUE FUNDING THE AIDS DRUG PROGRAM FOR THE PERIOD OF JULY 1, 1990 THROUGH SEPTEMBER 30, 1990; PROVIDING FOR RATIFICATION OF ACTION PREVIOUSLY TAKEN; AUTHORIZING THE DEPARTMENT OF PUBLIC HEALTH, AIDS OFFICE, TO APPLY FOR, ACCEPT AND EXPEND AN AUGMENTATION GRANT IN AN AMOUNT NOT TO EXCEED \$3,000,000 FROM THE CALIFORNIA DEPARTMENT OF HEALTH SERVICES, OFFICE OF AIDS, TO CONTINUE FUNDING THE AIDS DRUG PROGRAM FOR THE PERIOD OF OCTOBER 1, 1990 THROUGH JUNE 30, 1991; PROVIDING FOR RATIFICATION OF ACTION PREVIOUSLY TAKEN." RECOMMENDED AS AMENDED.

11. File 146-90-80. [Grant - State Funds] Resolution authorizing the Department of Public Health, Community Substance Abuse Services, to apply for, accept and expend a grant up to the amount of \$768,381 from the State of California, Department of Alcohol and Drug Programs for a long-term addiction/substance abuse treatment project for homeless persons in San Francisco. (Mayor)

ACTION: AMENDED TO PROVIDE FOR RATIFICATION OF ACTION PREVIOUSLY TAKEN. NEW TITLE: "[Grant - State Funds] RESOLUTION AUTHORIZING THE DEPARTMENT OF PUBLIC HEALTH, COMMUNITY SUBSTANCE ABUSE SERVICES, TO APPLY FOR, ACCEPT AND EXPEND A GRANT UP TO THE AMOUNT OF \$768,381 FROM THE STATE OF CALIFORNIA, DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS FOR A LONG-TERM ADDICTION/SUBSTANCE ABUSE TREATMENT PROJECT FOR HOMELESS PERSONS IN SAN FRANCISCO; PROVIDING FOR RATIFICATION OF ACTION PREVIOUSLY TAKEN." RECOMMENDED AS AMENDED. (Department of Public Health to submit a proposed resolution authorizing application for 1991-92 funding in June of 1991.)

12. File 146-90-81. [Grant - Federal Funds] Resolution authorizing the Department of Public Health, AIDS Office, to apply for, accept and expend a grant of \$513,000 from the Department of Health Services, Health Resources and Services Administration, to fund the AIDS/HIV Subacute Care Demonstration Project. (Mayor)

ACTION: AMENDED TO PROVIDE FOR RATIFICATION OF ACTION PREVIOUSLY TAKEN. NEW TITLE: "[Grant - Federal Funds] RESOLUTION AUTHORIZING THE DEPARTMENT OF PUBLIC HEALTH, AIDS OFFICE, TO APPLY FOR, ACCEPT AND EXPEND A GRANT OF \$513,000 FROM THE DEPARTMENT OF HEALTH SERVICES, HEALTH RESOURCES AND SERVICES ADMINISTRATION, TO FUND THE AIDS/HIV SUBACUTE CARE DEMONSTRATION PROJECT; PROVIDING FOR RATIFICATION OF ACTION PREVIOUSLY TAKEN." RECOMMENDED AS AMENDED.

13. File 172-90-31. [Log Cabin Ranch School Contract Authorization] Resolution authorizing the Juvenile Probation Department through the Chief Probation Officer to secure contracts for construction work and non-construction services with the City and County of San Francisco, other government agencies and private industry for youth at Log Cabin Ranch School. (Supervisor Walker)

ACTION: AMENDED TO REQUEST AN ANNUAL REPORT ON IMPLEMENTATION OF PROGRAMS, AND PROVIDING THAT CONTRACTS NOT EXCEED \$50,000. NEW TITLE: "[Log Cabin Ranch School Contract Authorization] RESOLUTION AUTHORIZING THE JUVENILE PROBATION DEPARTMENT THROUGH THE CHIEF PROBATION OFFICER TO SECURE CONTRACTS, NOT TO EXCEED \$50,000, FOR CONSTRUCTION WORK AND NON-CONSTRUCTION SERVICES WITH THE CITY AND COUNTY OF SAN FRANCISCO, OTHER GOVERNMENT AGENCIES AND PRIVATE INDUSTRY FOR YOUTH AT LOG CABIN RANCH SCHOOL; REQUESTING AN ANNUAL REPORT ON THE IMPLEMENTATION OF THESE PROGRAMS." RECOMMENDED AS AMENDED.

14. File 51-89-1.3. Transmitting claims of two employees of the Department of Public Health, Martha E. Becker (Damaged Automobile \$63.77) and Maryls J. Eriksen, (Damaged Automobile \$250.00), for reimbursement for personal property damaged and/or stolen in the line of duty.

ACTION: HEARING HELD. CONTROLLER'S RECOMMENDATION FOR LIST DATED 10/3/90 RECOMMENDED. RESOLUTION PREPARED IN AND REPORTED OUT OF COMMITTEE ENTITLED: "[Reimbursement to Employees] RESOLUTION AUTHORIZING REIMBURSEMENT FOR COST OF PERSONAL PROPERTY OF CITY AND COUNTY EMPLOYEES DAMAGED/STOLEN IN THE LINE OF DUTY." RECOMMENDED.

15. File 51-90-3. Transmitting claims of employees, various departments for reimbursement for personal property damaged and/or stolen in the line of duty.

ACTION: HEARING HELD. AMENDMENT TO EMPLOYEE CLAIM OF STEVEN AGER CONSIDERED. CONTROLLER'S RECOMMENDATION FOR LIST DATED 10/3/90 RECOMMENDED. RESOLUTION PREPARED IN AND REPORTED OUT OF COMMITTEE ENTITLED: "[Reimbursement to Employees] RESOLUTION AUTHORIZING REIMBURSEMENT FOR COST OF PERSONAL PROPERTY OF CITY AND COUNTY EMPLOYEES DAMAGED/STOLEN IN THE LINE OF DUTY." RECOMMENDED.

16. File 265-90-1. [Rules and Regulations] Resolution approving the rules and regulations for the Neighborhood Beautification and Graffiti Clean-up Fund. (Supervisor Gonzalez)

ACTION: RECOMMENDED.

CITY AND COUNTY



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ATTN: Gerry Roth

BOARD OF SUPERVISORS

BUDGET ANALYST

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November 14, 1990

TO: Finance Committee
FROM: Budget Analyst - recommendations
SUBJECT: November 14, 1990 Finance Committee Meeting

Item 1a - File 25-90-27

Department: Department of Public Works
Bureau of Engineering

Item: Resolution concurring with the Controller's certification that security guard services can practicably be performed by a private contractor at a lower cost than if similar work were performed by City employees.

Services to be Performed: Security guard services for the Bureau of Engineering Building located at 1680 Mission Street.

Description: The Controller has determined that contracting for these security guard services in fiscal year 1990-91 would result in estimated savings as follows:

	<u>Lowest Salary Step</u>	<u>Highest Salary Step</u>
<u>City Operated Service Costs</u>		
Salaries	\$41,643	\$50,330
Fringe Benefits	<u>11,181</u>	<u>13,157</u>
Total	\$52,824	\$63,487
<u>Contractual Services</u>		
Burns International Security Services (3,120 hours @ \$9.87/hr.)	<u>30,795</u>	<u>30,795</u>
Estimated Savings	\$22,029	\$32,692

- Comments:**
1. Mr. John Barrett of the Department of Public Works reports that DPW's Bureau of Engineering moved from 45 Hyde Street into the 1680 Mission Street offices in June, 1990. Since then, security guard services have been provided by Burns International Security Services under an existing contract with the Department of Social Services. The Department of Social Services (DSS) offices are located immediately adjacent to DPW's Bureau of Engineering's offices at 1680 Mission Street and DSS expanded its existing contract with Burns International Security Services to provide these services to DPW. Under the existing arrangement, DPW transfers an average of \$2,821 to DSS each month to pay for DPW's share of the cost of the security services.
 2. According to Mr. Barrett, DSS and the Controller's Office have indicated that DPW must contract for its own security guard services. The Contracted Service Cost used for the purpose of the analysis shown above is based on a verbal quote from Burns International Security Services. However, Mr. Barrett indicates that a contractor has not yet been selected for DPW's proposed security guard services. A formal bid process would be used to select the actual contractor.
 3. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of this contract, is attached.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Finance Committee
November 14, 1990

Recommendation: Approve the proposed resolution.

BOARD OF SUPERVISORS
BUDGET ANALYST

CHARTER 8.300-1 (Proposition J) QUESTIONNAIRE

Department Public Works - Bureau of Engineering
Contract Services Building Security Guard at 1680 Mission St.
For the term starting approximately this will be an ongoing service.
~~through~~

- 1) Who performed services prior to contracting out?

Services are presently being provided by Burns International under contract to Department of Social Services.

- 2) Number of City employees laid off as a result of contracting out?

None

- 3) Explain disposition of employees if they were not laid off.

No City employee ever performed this function.

- 4) What percent of a City employee's time is spent on services to be contracted out?

None

- 5) How long have the services been contracted out?

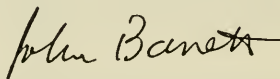
Since June 4, 1990 when Bureau of Engineering moved into the offices at 1680 Mission Street.

- 6) When was the first fiscal year for a Proposition J certification?

This will be the first year.

- 7) How will contract services meet the goals of your MBE/WBE Action Plan?

It will conform with the plan.



John Barrett

Department Representative

554-8244

Telephone

RY:ac(85GEN60)

Item 1b - File 68-90-20

Department: Mayor's Office of Business and Economic Development (MOBED)

Item: Resolution authorizing the Mayor's Office to expend a Federal grant.

Grant Amount: \$50,000

Source of Grant: Federal Economic Development Administration through the California State Commerce Department

Grant Period: April 1, 1990 through March 31, 1991

Description: The Board of Supervisors previously approved legislation authorizing the Mayor's Office to apply for and accept a Federal Economic Development Administration grant in the amount of \$50,000 (File 68-90-2). The proposed resolution would authorize these Mayor's Office to expend these Federal grant funds.

The Federal Economic Development Administration provides up to \$50,000 to communities to help finance programs leading to retention of jobs threatened by sudden and severe economic dislocation. The State Department of Commerce, which administers these grant funds, has allocated \$50,000 to the City, because of the economic dislocations caused by the October 17, 1989 earthquake.

MOBED's proposal for these grant funds is to allow neighborhood merchant groups (e.g., Fisherman's Wharf merchants, South of Market Business Association, etc.) to develop their own proposals for increasing economic activity in their area, then apply to MOBED for funds. MOBED would evaluate the program proposals presented by the neighborhood merchant groups, ensure that the neighborhoods represented by the proposals are in fact experiencing ongoing economic hardship and monitor projects on an ongoing basis.

Comments: 1. MOBED reports that the City is required to provide a 25 percent match (\$12,500) to the Federal grant. MOBED advises that this match requirement would come from in-kind contributions provided by MOBED staff and the neighborhood merchant groups.

2. Mr. Dave Chenok of the MOBED advises that the Mayor's Office conducted an informal RFP process by sending notifications, to approximately 70 neighborhood merchants groups, requesting proposals. Mr. Chenok reports that the Mayor's Office received proposals from nine neighborhood merchant groups, and is currently in the process of reviewing and evaluating these proposals.

3. Mr. Chenok reports that the Mayor's Office is requesting that this item be continued to the November 28, 1990, Finance Committee meeting, pending the MOBED's finalization of budget details for the proposed expenditure of the Federal grant funds.

Recommendation: Continue this item to the November 28, 1990, Finance Committee meeting, as requested by the Mayor's Office.

Item 1c -File 130-90-3.1

Department: Adult Probation

Item: Resolution authorizing the Adult Probation Department to expend a continuation State grant.

Amount: \$121,050

Source of Funds: California Office of Criminal Justice Planning (OCJP)

Grant Period: January 1, 1991 through June 30, 1991 (6 months)

Project Title: San Francisco Adult Probation's Drug Abatement Project

Description: The Board of Supervisors previously approved legislation authorizing the Adult Probation Department to apply for and accept this continuation State grant in the amount of \$121,050 (File 130-90-3). The proposed resolution would authorize the Adult Probation Department to expend the State grant funds.

The San Francisco Adult Probation's Drug Abatement Project targets street-level drug offenders and provides assistance for drug offenders through field surveillance, frequent drug testing and close supervision of probationers' participation in treatment. This program will continue to provide frequent drug testing of probationers and close supervision of probationers' progress in treatment. Field surveillance will be used as necessary to insure frequent contacts with probationers, and verification of residence, employment and general compliance with conditions of probation.

Part of the project will consist of working with female probationers who are pregnant drug users, particularly users of crack cocaine, and drug-using mothers of small children. The goal will be not only the rehabilitation of the probationers but the protection of their children. The project will also concentrate on offenders aged 18 to 21 who are involved in drug sales and gang activity.

BOARD OF SUPERVISORS
BUDGET ANALYST

Grant Budget:

Personnel:

2 Class 8442 Senior Probation Officers (Full time)	\$45,440
Night Differential for Senior Probation Officers	710
1 Class 1426 Sr Clerk Typist (Full time)	13,102
1 Asst. Toxicologist, Coroner (Full time)	19,745
Fringe Benefits	<u>17,213</u>
Subtotal	\$96,210
Travel (OCJP Requirement)	1,634
Material and Supplies	15,943
Indirect Cost (5% of project costs)	6,053
Audit Cost	<u>1,210</u>
Total	\$121,050

Local Match: None

Indirect Cost Rate: \$6,053 or 5 percent of project costs.

Comments:

1. The Mayor's Criminal Justice Council is responsible for coordinating the City's OCJP grant funded projects. The proposed continuation grant is one of five OCJP funded projects included in this Report to the Finance Committee as follows:

<u>Department</u>	<u>Item and File Number</u>	<u>Grant Amount</u>
Mayor	7 68-90-17	\$6,346
Mayor	8 68-90-18	49,132
Adult Probation*	1c 130-90-3.1	121,050
District Attorney	1d 138-90-1.1	212,770
Police	1e 143-90-2.1	<u>74,450</u>
Total		\$463,748

* This project

2. Ms. Arlene Sauser, Chief Adult Probation Officer, reports that if OCJP grant funding is either reduced or discontinued, that the Drug Abatement Project services along with project staff would correspondingly be reduced or eliminated, unless another source of revenue could be identified to support these services.

3. Attached is the "Summary of Grant Request," as prepared by the Mayor's Office for the Adult Probation Department, for the proposed grant funds.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Finance Committee
November 14, 1990

Recommendation: Approve the proposed resolution.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item No. _____

ADULT PROBATION - Summary of Grant Request

Rev. 4/10/90

Grantor Office of Criminal Justice Planning Division Adult Probation
 Contact Person Judy O'Neal Section Intensive Services Unit
 Address 1130 K Street, Suite 300 Contact Person Joyce O. Smith
Sacramento, California 95814 Telephone 554-6561
 Amount Requested \$ 121,050 Application Deadline December 1, 1990
 Term From 01/01/91 To 06/30/91 Notification Expected Received/Resolution previously approved to apply for and accept. The one is to expend only
 Board of Supervisors: Finance Committee

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a) grant in the amount of \$ 121,050 from the period of 01/01/91 to 06/30/91 to provide drug offender intensive supervision services.
 (Circle appropriate words)

II. Summary: (Cases/turkey, need addressed, number + groups served, services and providers)

The serious drug problem places a heavy demand on the resources of medical, social service and law enforcement agencies. The involvement of criminal street gangs in drug sales is increasing as well as the number of women with children and pregnant women who are drug abusers. For the Adult Probation Dept. this means both a rising workload and a large increase in the proportion of the total workload which involves drugs. This program will provide intensive supervision for selected high risk drug offenders, with a focus on street gang members and women who are pregnant or have small children.

The Program will continue to provide frequent drug testing of probationers and close supervision of probationer's progress in treatment. The two caseloads will not exceed 25 cases each. Field surveillance will be used as necessary to insure frequent contacts with probationers, and for verification of residence, employment and general compliance.

IV. Effects of Reduction or Termination of These Funds: The reduction or termination of these funds will overwhelm the Intensive Services Unit due to the number of probationers either selling or using drugs.

V. Financial Information:

	Col. A	Col. B	Col. C	Col. D	Req. Match	Approved by
	Two Years Ago	Past Year/Orig.	Proposed	Change		
Grant Amount	\$228,215	\$219,828	\$121,050	+\$11,136	N/A	
Personnel	135,105	180,300	96,210	+ 6,060		
Equipment	4,770	-0-	-0-	-0-		
*Contract Svc.	-0-	-0-	-0-	-0-		
Mat. & Supp.	31,938	22,703	15,943	+ 4,591		
Other Audit	59,351	-0-	-0-	-0-		
Indirect Costs	2,339	2,198	1,210	+ 112		
Travel	11,694	10,991	6,053	+ 557		
VI. Data Processing	3,685	3,636	1,634	(- 184)		

(costs included above)

VII. Personnel

	Col. A	Col. B	Col. C	Col. D	Req. Match	Approved by
F/T CSC	3	3	3			
P/T CSC	1	1	1			
Contractual						

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:
Adult Probation's Budget

Will grant funded employees be retained after this grant terminates? If so, how?
Contingent on availability of funds.

*VIII. Contractual Services: Open Bid _____ Sole Source _____ (if sole source, attach Request for Exemption Form)

Item 1d - File 138-90-1.1

Department: District Attorney

Item: Resolution authorizing the District Attorney to expend a continuation State grant.

Amount: \$212,770

Source of Funds: California Office of Criminal Justice Planning (OCJP)

Grant Period: January 1, 1991 through June 30, 1991 (6 months)

Project Title: San Francisco District Attorney's Drug Abatement Project

Description: The Board of Supervisors previously approved legislation authorizing the District Attorney to apply for and accept this continuation State grant in the amount of \$212,770 (File 138-90-1). The proposed resolution would authorize the District Attorney to expend these State grant funds.

The District Attorney's Drug Abatement Project provides staff to focus on a more aggressive prosecution of an increasing number of drug-related cases. The continuation of the assignment of three additional attorneys and two additional investigators allows for the singling out of significant narcotics sources and offenders for intensive investigation and prosecution.

The staff in the District Attorney's Office assigned to this Project will focus on major and mid-level drug offenders and gang-related drug offenders. The gang-related drug offenders have been added as a target to this project due to an increase in gang activity. This unit will be responsive to various local/State/federal task forces which are attacking major and mid-level offenders.

Grant Budget:	Personnel:	
	1 8182 Head Attorney (7% time)	\$3,263
	3 8180 Principal Attorneys (Full time)	124,539
	1 8146 Investigator (Full time)	23,517
	1 8132 Assist. Investigator (70% time)	11,404
	Fringe Benefits	<u>36,696</u>
	Subtotal	\$199,419
	Material and Supplies	584
	Indirect Cost (5% of project costs)	10,639
	Audit Cost	<u>2,128</u>
	Total	\$212,770

BOARD OF SUPERVISORS
BUDGET ANALYST

Local Match: None

Indirect Cost Rate: \$10,639 or 5 percent of project costs.

Comments: 1. The Mayor's Criminal Justice Council is responsible for coordinating the City's OCJP grant funded projects. The proposed continuation grant is one of five OCJP funded projects included in this Report to the Finance Committee as follows:

<u>Department</u>	<u>Item and File Number</u>	<u>Grant Amount</u>
Mayor	7 68-90-17	\$6,346
Mayor	8 68-90-18	49,132
Adult Probation	1c 130-90-3.1	\$121,050
District Attorney *	1d 138-90-1.1	212,770
Police	1e 143-90-2.1	<u>74,450</u>
Total		\$463,748

* This project

2. Ms. Mary King of the District Attorney's Office reports that the Drug Abatement Project services and project positions are contingent upon the availability of OCJP funds. Therefore, if the OCJP grant were reduced or discontinued, the project services and project staff would be reduced or eliminated accordingly.

3. Attached is the "Summary of Grant Request", as prepared by the Mayor's Office for the District Attorney, for the proposed grant funds.

Recommendation: Approve the proposed resolution.

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BUDGET ANALYST

Item No. _____

DISTRICT ATTORNEY'S Office of Grant Request

Rev. 4/1/90

Grantor Office of Criminal Justice PlanningDivision District AttorneyContact Person Judy O'NealSection Vertical Prosecution UnitAddress 1130 K Street, Suite 300
Sacramento, CA 95814Contact Person Joyce O. Smith
Telephone 554-6561Amount Requested \$ 212,770/6mos. FundingApplication Deadline December 1, 1990Term: From 01/01/91 To 06/30/91Notification Expected Received/Resolution previouslyBoard of Supervisors: Finance Committee approved to apply forFull Board and accept. This one is
to expend only.

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a)
(Circle appropriate words) grant in the amount of \$ 212,770 from the period of 01/01/91 to 06/30/91
to provide vertical prosecution and civil abatement services.

II. Summary: (Concise summary, need addressed; number + groups served, services and providers)

The proposed Vertical Prosecution Unit will provide a brand new capability in the D.A.'s Ofc. for addressing major and mid-level dealers. The establishment of this Unit will complement the new Narcotics Administrative section of the Police Dept. which is specifically targeting major and mid-level offenders. The Unit will also be responsive to the various Local/State/Federal Drug Task Forces which have been established to attach suppliers and distributors of narcotics.

III. Outcomes/Objectives:
It is anticipated that this project will significantly impact all classes of targeted offenders. The newly established Vertical Prosecution Unit will be able to provide new focus and resources towards the prosecution of major vendors. The illicit manufacture and trafficking of narcotics will be disrupted with the long term confinement of major level IV. Effects of Reduction or Termination of These Funds: narcotics dealers to the state penitentiary. The drug epidemic especially the "crack" cocaine epidemic has strained the resources of the District Attorney's Office to the limit. The reduction or termination of these funds will overwhelm the Vertical Prosecution Unit of the D.A.'s Office with the high volume of cases that continues to mount.

V. Financial Information:

	Col. A	Col. B	(6 Months) Col. C	PROPOSED Col. D	Req. Match	Approved by
	Two Years Ago	Past Year/Orig.	Proposed	Change		
Grant Amount	\$392,674	\$402,370	\$212,770	+\$11,585	N/A	
Personnel	363,110	370,352	199,419	+ 14,243		
Equipment	-0-	4,500	-0-	(- 2,250)		
*Contract Svc.	-0-	-0-	-0-			
Mat. & Supp.	3,850	2,500	584	(- 666)		
Facilities/Space	2,153	1,100	-0-	(- 550)		
Other AUDIT	3,927	4,024	2,128	+ 116		
Indirect Costs	19,634	19,894	10,639	+ 692		

VI. Data Processing(costs included above) N/AVII. Personnel

	F/T CSC	P/T CSC	Contractual
	3	2	

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

District Attorney's Budget

Will grant funded employees be retained after this grant terminates? If so, How?
Contingent on availability of funding.

*VIII. Contractual Services: Open Bid _____ Sole Source _____ (if sole source, attach Request for Estimation Form)

N/A

Item 1e - File 143-90-2,1

Department: Police Department

Item: Resolution authorizing the Police Department to expend a continuation State grant.

Amount: \$74,450

Source of Funds: California Office of Criminal Justice Planning (OCJP)

Grant Period: January 1, 1991 through June 30, 1991 (6 months)

Project Title: San Francisco Police Department's Drug Abatement Project

Description: The Board of Supervisors previously approved legislation authorizing the Police Department to apply for and accept this continuation State grant in the amount of \$74,450 (File 143-90-2). The proposed resolution would authorize the Police Department to expend these State grant funds.

The proposed grant will primarily target major violators engaged in illicit distribution, sales, trafficking and financing of narcotics on an interstate or international basis, as well as some mid-level drug traffickers involved in the purchase and distribution of large amounts of controlled substances including cocaine, heroin and methamphetamine. The project will concentrate on the use of City hotels and motels as the focal point to apprehend drug couriers and dealers.

The first month of the grant will be used to make contact with the hotel/motel industry in the City. The Hotel Council, a non-profit business association of hotel owners and managers will be used as a resource to instruct hotel personnel in the patterns, characteristics and trends used by narcotic traffickers.

Starting with the second month of operations, the investigators assigned to the project will begin developing and cultivating sources of information within the hotel/motel industry and begin investigative procedures, including information sharing, identification of targets, providing assistance to outside agencies as needed, and providing training to hotel staff as it may apply.

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Grant Budget:	Personnel:	
	1 Class 8260 Criminalist (Full time)	\$20,953
	1 Q380 Inspector (Full time)	25,307
	1 Q2 Police Officer (Full time)	21,717
	Fringe Benefits	<u>1,608</u>
	Subtotal	\$69,585
	Travel	663
	Indirect Cost (5% of Project Costs)	3,460
	Audit Cost	<u>742</u>
	Total	\$74,450

Local Match: None

Indirect Cost Rate: 3,460 or 5 percent of project costs.

Comments: 1. The Mayor's Criminal Justice Council is responsible for coordinating the City's OCJP grant funded projects. The proposed continuation grant is one of five OCJP funded projects included in this Report to the Finance Committee as follows:

<u>Department</u>	<u>Item and File Number</u>	<u>Grant Amount</u>
Mayor	7 68-90-17	\$ 6,346
Mayor	8 68-90-18	49,132
Adult Probation	1c 130-90-3.1	121,050
District Attorney	1d 138-90-1.1	212,770
Police*	1e 143-90-2.1	<u>74,450</u>
Total		\$463,748

* This request.

2. Captain John Newlin of the Police Department reports that if this OCJP grant is reduced or eliminated, project services would be reduced or eliminated.

3. Attached is the "Summary of Grant Request" as prepared by the Mayor's Office for the Police Department, for the proposed grant funds.

Recommendation: Approve the proposed resolution.

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Index No. _____ S.F. POLICE DEPT. - Summary of Grant Request Rev. 4/10/90
 Grantor Office of Criminal Justice Planning Division San Francisco Police Dept.
 Contact Person Judy O'Neal Section Narcotics Division
 Address 1130 K Street, Suite 300 Contact Person Insp. John Tursi
Sacramento, CA 95814 Telephone 553-7900
 Amount Requested \$ 74,450 Application Deadline December 1, 1990
 Term: From 01/01/91 To 06/30/91 Notification Expected Received/Resolution previous
 _____ Board of Supervisors Finance Committee approved to apply for and accept. This one
 _____ Full Board is to expend only.

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a) grant in the amount of \$ 74,450 from the period of 01/01/91 to 06/30/91 to provide investigation, enforcement and evidence analyzing services.
 (Circle appropriate words)
 II. Summary: (Concise history, need addressed; outline a group, term, service and providers) The proposed Hotel Narcotic Profile Program will be administered through the S.F.P.D. This program will primarily target major violators engaged in illicit distribution, sales, trafficking and/or financing of narcotics on an interstate or international basis, as well as some mid-level drug traffickers involved in the purchase and distribution of large amounts of controlled substances including, but not limited to cocaine, heroin and methamphetamine. The program has been developed to integrate operations at SFO with the Drug Enforcement Investigative Unit, which is a multi-agency task force under the auspices of the Drug Enforcement Administration.
 III. Outcomes/Objectives: Enforcement Administration.
 The project impact will be to arrest major drug traffickers and couriers utilizing hotels/motels as a base of operations. It is anticipated that a region-wide impact on distribution will have a positive effect on the amount of drugs smuggled into the Bay Area. At the same time, it is expected to have an impact on the staffs of the hotels/motels in the region by raising the consciousness of employees as to the patterns, characteristics, and trends of drug traffickers.
 IV. Effects of Reduction or Termination of These Funds: Termination or reduction of these funds will significantly impact the operation of this program

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount	\$166,195	\$166,748	\$74,450	\$-(8,924)	N/A	
Personnel	131,451	156,057	69,585	-(8,444)		
Equipment	23,858	-0-	-0-	-0-		
Contract Svc.	-0-	-0-	-0-	-0-		
Mat. & Supp.	-0-	-0-	-0-	-0-		
Facilities/Space	-0-	-0-	-0-	-0-		
Other Audit	1,662	1,667	742	-(91)		
Indirect Costs	7,117	8,337	3,460	-(709)		
Travel	2,107	663	633	---		

VI. Data Processing

(none included above)

N/A

VII. Personnel

	1	1	3
F/T CSC	10 01	8 01	
P/T CSC			
Contractual			

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:
San Francisco Police Department's Budget

Will grant funded employees be retained after this grant terminates? If so, How?
Contingent on availability of funding.

*VIII. Contractual Services: Open Bid _____ Sole Source _____ (If sole source, attach Request for Proposals Form)

Item 2 - File 97-90-46

Note: This item was continued from the Finance Committee's meeting of November 7, 1990.

Department: Department of Social Services (DSS)

Item: Ordinance amending Section 20.57 of the San Francisco Administrative Code, General Assistance Program, to add monthly eligibility and asset disregard provisions to the Income Disregard Program.

Description: In June of 1990, the Board of Supervisors approved legislation authorizing the establishment of a two-year pilot program to institute an Income Disregard Program for the General Assistance Aid program. At the time this ordinance was passed, the proposed program disregarded a portion of income only from the determination of eligibility of persons seeking General Assistance. The proposed ordinance would expand the Income Disregard Program to allow any savings (in addition to a portion of income), up to a maximum of \$1,500 accrued by recipients participating in the Income Disregard Program, to be disregarded in continued eligibility determinations by DSS.

Mr. Raymond Colmenar of DSS states that the proposed legislation would provide GA recipients with greater ability to obtain permanent housing. DSS reports that many General Assistance recipients do not have sufficient funds to pay rental deposits for the first and last months' rent and security, which are usually required to obtain permanent housing. DSS advises that allowing GA recipients to save up to \$1,500, without counting such savings in determining their eligibility for General Assistance, would give the recipients the ability to pay rental deposits, thereby increasing the opportunity for GA recipients to obtain permanent housing. Therefore, DSS requests that this amendment be approved in order to assist General Assistance recipients in obtaining permanent housing.

Ms. Carla Javits of DSS has advised that the following statement has been added to the proposed ordinance: "...if as a result of retrospective budgeting, a recipient's total currently available financial resources in a month, including his or her adjusted General Assistance grant, wages, and savings are less than the maximum General Assistance grant amount, the recipient shall be eligible for a grant supplement in the form of a rental expense voucher for unpaid rent in that month and up to \$50 in cash so that

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currently available financial resources total the maximum General Assistance grant amount." DSS eligibility workers currently determine recipient eligibility based on wages earned two months earlier. This is called retrospective budgeting. According to Ms. Javits, if a GA recipient lost their job while participating in the Income Disregard Program, the current provisions of the Income Disregard Program preclude the GA recipient from receiving the maximum General Assistance award, because the current provisions account for the wages the recipient would have earned. The changes stated above would allow the recipient to at least receive an amount equal to the maximum GA award available.

Ms. Javits further advises that the proposed ordinance has been changed to make Income Disregard Program recipients ineligible for any aid if the recipient has incurred living expenses that are greater than the total of the recipient's wages, GA grant award, and savings in any given month. This provision would conform to existing provisions in the General Assistance Program.

Comments:

1. DSS had previously estimated that the Income Disregard Program would cost an additional \$249,000 during the first full year of operation, and would cost a total of \$773,400 for the two-year pilot period. However, DSS had anticipated that the Income Disregard Program would take four months to implement, and therefore projected an estimated cost of \$166,000 for eight months of Fiscal Year 1990-91. DSS had also reported that all of the program costs would be paid from the General Assistance aid appropriation and could be absorbed in the current 1990-91 budget appropriation for General Assistance.

2. Mr. Colmenar advises that DSS now expects the Income Disregard Program to begin December 1, 1990, which is one month later than the Department previously estimated. The one month delay is due to the additional time needed to finalize the Program's procedures and provide staff training. Based on a seven month period of operation between December 1, 1990 and June 30, 1991, DSS has projected an estimated cost of \$145,250. This represents a reduction of \$20,750 from the Department's previous estimates.

3. The Department is unable to accurately estimate the costs of the proposed amendments, but Mr. Colmenar states that the proposed amendments should not result in a significant increase in cost, because recipients normally eligible for General Assistance usually do not have any

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savings that would affect their eligibility. However, once a person begins receiving General Assistance and participates in the Income Disregard Program, the General Assistance recipient would be allowed to save up to \$1,500 without those savings being applied to the determination of continued eligibility for General Assistance aid payments.

4. It should be noted, however, that the Board of Supervisors also approved the establishment of an Income Disregard Reserve account in the 1990-91 budget in the amount of \$200,000 for additional monies which might be needed for the Income Disregard Program.

5. DSS and the City Attorney's Office have advised the Budget Analyst that an additional amendment will be requested that would exempt the Income Disregard Program from a ten percent overpayment collection restriction. Currently, in determining eligibility and the amount of the GA award for recipients, DSS eligibility workers and the client estimate the amount of income the client will earn from employment and other sources. Based on this estimate, a GA grant amount is calculated and awarded to the client. If that estimate is below the actual amount of income earned by the GA client, the GA grant amount awarded would be higher than the amount for which the client is actually eligible. Presently, DSS may only take back ten percent of each monthly grant award during the first six months in order to collect any overpayment. The proposed amendment would exempt the Income Disregard Program from this ten percent restriction, which would allow DSS to be flexible in collecting overpayments from recipients participating in the Income Disregard Program. According to Mr. Colmenar, the exemption would result in some savings in GA payments, but DSS does not expect the amount of the collections to be significant.

Recommendation: Approval of the proposed ordinance is a policy matter for the Board of Supervisors.

Item 3 - File 97-90-56

Note: This item was continued by the Finance Committee at its meeting of November 7, 1990.

Item: Ordinance amending Part I, Chapter 10 of the San Francisco Administrative Code by amending Sections 10.170, 10.170-2, and 10.170-4 thereof, to exclude the requirement, with some exceptions, that the Board of Supervisors be required to approve applications for grants by City officers, employees, boards and commissions.

Description: Pursuant to the San Francisco Administrative Code, the Board of Supervisors presently must approve all applications for Federal, State, or private grants made by City officers, employees, boards and commissions.

The proposed ordinance would remove the requirement, with certain exceptions, of having the Board of Supervisors approve applications for grants made by City officers, employees, boards or commissions. However, the Board of Supervisors would still be responsible for approving the acceptance and expenditure of all grant funds received by City departments.

With respect to the exceptions, the proposed ordinance would not apply to applications for financial aid from the California Peace Officers' Training Fund, and to applications for financial aid from the State Board of Corrections Standards and Training of Local Corrections and Probation Officers Program. The Board of Supervisors would still be required to approve the applications for such grants.

Comments: 1. According to Ms. Lucille Burlew-Lawler of the Department of Public Health (DPH) and Ms. Carla Javits of the Department of Social Services (DSS), with respect to DPH and DSS grant programs, with few exceptions, providers of grants do not require authorization of the grant application by the Board of Supervisors. However, DPH adds the following statement to the cover sheet of every application submitted to a grantor: "This application is submitted subject to the approval of the Health Commission and the Board of Supervisors of the City and County of San Francisco."

2. Ms. Burlew-Lawler further advises that often the departments do not learn about grant opportunities until late in the application process, or until just prior to the deadline for submittal of the application. As such, the requirement for Board of Supervisors approval of the grant application, which

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can take several weeks, could preclude the departments from submitting the application to the grantor in a timely manner.

3. In approving this proposed ordinance, the Board of Supervisors would no longer have the opportunity to comment on a proposed grant's budgetary and policy impact prior to the submittal of the application, and the Board of Supervisors would only be able to review the grant program once the grant has been awarded to the City for acceptance and expenditure. Normally, in reviewing City department applications for grants, the Board of Supervisors would review the proposed grant program policy objectives, the budget, and the number of job positions that may be created. This proposed legislation would eliminate the Board of Supervisors authority to review the grant application, but the Board of Supervisors would still have the authority and opportunity to review the grant program policy objectives, the program budget, and the number of job positions that may be created when the City department requests approval from the Board of Supervisors to accept and expend the grant funds.

4. Ms. Caroline McCall, Legislative Policy Analyst, is also preparing a report reviewing the policy implications of this proposal.

Recommendation: Approval of the proposed ordinance which would eliminate the authority of the Board of Supervisors to approve Departmental grant applications, except for applications for aid from the California Peace Officers' Training Fund, and the State Board of Corrections Standards and Training of Local Corrections and Probation Officers Program, is a policy matter for the Board of Supervisors.

Item 4 - File 96-90-4

Departments: Department of Public Works (DPW)
Real Estate

Item: The proposed ordinance would authorize the sale of surplus City-owned property and adopt findings pursuant to Planning Code Section 101.1.

Location: Assessor's Block 2713 - Eagle Street between Mono and Yukon Streets (see Attachment)

Purpose: To authorize the sale of a strip of unimproved street right-of-way to the six adjoining property owners who have offered to purchase the vacated portions of Eagle Street adjoining their respective lots.

Sale Price: \$15,000 (\$2,500 per parcel)

Description: On May 29, 1990, the Board of Supervisors adopted Resolution No. 406-90 declaring the intention to order the vacation of Eagle Street as shown in the Attachment.

On July 9, 1990, the Board of Supervisors adopted Ordinance No. 271-90 ordering the vacation of a portion of Eagle Street between Yukon and Mono Streets.

The subject property is a strip of unimproved street right-of-way , between 10 and 20 feet deep and extends across the full width of the home at 47, 49, 51, 61-63, and 71 Eagle Street and 1-3 Mono Street. The area, which is on the southern side of the existing street, has been developed with detached garage structures, stairways, walks and landscaping. The owners of these adjoining properties offered to purchase the portions of vacated Eagle Street adjoining their respective lots for the sum of \$2,500 per parcel, which is the market value of each such parcel as determined by the Director of Property.

The Department of City Planning reported on January 10, 1989, by letter to the Director of Public Works, that the proposed vacation and sale is in conformity with the Master Plan, and the project has been reviewed and found to be consistent with the Eight Priority Policies of Planning Code Section 101.1.

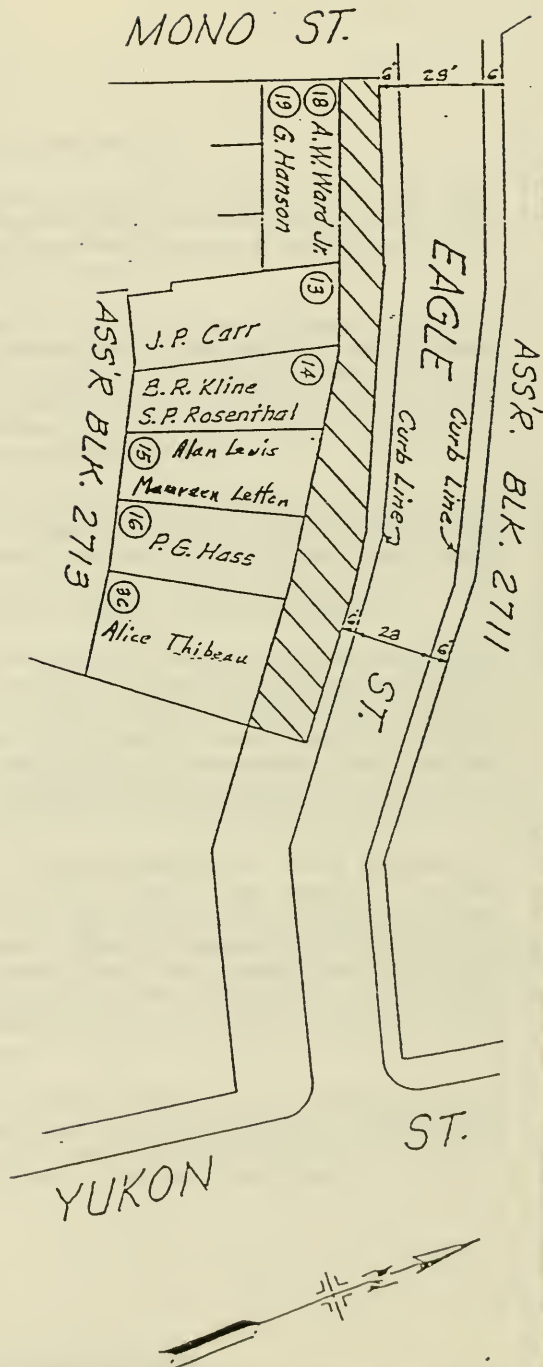
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Comments:

1. According to the Department of Real Estate, the six vacated portions of Eagle Street can only be used by the six adjoining property owners. The Department also reports that there are no objections to the proposed sale, and that the portion of the Eagle Street right-of-way which is presently improved will not be affected by the proposed sale.
2. Mr. Harry Quinn of the Department of Real Estate reports that each owner of the adjoining properties has deposited \$1,000 with the Department pending approval of the sale of City surplus property.

Recommendation: Approve the proposed ordinance.

Exhibit A



13 ASSESSOR'S LOT NUMBER.

PROPOSED AREA TO BE VACATED.

BY		DATE		CITY AND COUNTY OF SAN FRANCISCO DEPARTMENT OF PUBLIC WORKS - BUREAU OF ENGINEERING PROPOSED VACATION OF A PORTION OF EAGLE STREET BETWEEN MONO STREET AND YUKON STREET				
DN.	T.C.	11-17-88						
TM.								
CIC.								
APR.				APPROVED	DATE	SCALE 1" = 50' SHEET 1 SIXTEEN	FILE SUR 1088	CHARGE
				CITY ENGINEER				

Item 5 - File 97-90-54

- Department:** Mayor's Office of Housing (MOH)
- Item:** Proposed ordinance amending Chapter 10 of the San Francisco Administrative Code by adding Section 10.117-100 thereto, relating to the establishment and administration of a Housing Program Fees Fund.
- Description:** Presently, the Mayor's Office of Housing receives fees based on allocations for administrative purposes from the proceeds of single family mortgage revenue bonds. These Housing Program Fees are placed into an outside bank account with the bond fund trustee. The bond fund trustee oversees the issuance and retirement of the bonds.
- The Mayor's Office of Housing then uses the fee revenues to pay for those administrative expenses, which are not covered by the City's General Fund or by Federal and State grants. Such administrative expenses may include some staff salaries, professional services, and office overhead.
- These fee revenues are not currently under the budget and fiscal authority of the City's Charter. At the time the Board of Supervisors approved the resolution authorizing the issuance of the Single Family Mortgage Revenue Bonds (Resolution No. 575-90), the Budget Analyst recommended that the bond fees used for administration be subject to the budgetary approval and appropriation of the Board of Supervisors.
- Accordingly, the proposed ordinance would establish a Housing Program Fees Fund to be used to pay for administrative costs of the Mayor's Office of Housing. Fees earned by the Mayor's Office of Housing would be placed in the Housing Program Fees Fund under the Controller's Office and would be appropriated through the annual budget process or by supplemental appropriation approved by the Board of Supervisors.
- Mr. Joe LaTorre of MOH advises that, in addition to fees earned from single family mortgage revenue bonds, other fees such as tax credit fees allocated by the State would be deposited into the Housing Program Fees Fund.

Comments:

1. The proposed ordinance would require the Mayor's Office of Housing to budget the use of Housing Program Fees each year. According to Mr. LaTorre, these fees are currently budgeted in the annual Community Development Block Grant (CDBG) budget. However, if this ordinance is approved, the Mayor's Office of Housing would need to budget the funds in the annual budget process or request a supplemental appropriation of the monies in the Housing Program Fees Fund.

2. Mr. LaTorre further reports that MOH expects to earn approximately \$188,000 in fee revenues in 1990-91. Upon establishment of the Housing Program Fees Fund, the \$188,000 would be deposited into the Fund. According to Mr. La Torre, the \$188,000 is included in the 1991 CDBG budget. As noted above, however, the Mayor's Office of Housing would have to submit a supplemental appropriation request to the Board of Supervisors to expend the funds.

Recommendation: Approve the proposed ordinance.

Item 6 - File 52-90-1

1. The proposed resolution would authorize the Department of Public Works (DPW) to accept monetary compensation from property owners for the higher cost of procuring and installing special ornamental streetlight poles in Upper Ashbury Undergrounding District 309, Phase 2D.

2. The Upper Ashbury Undergrounding District 309, Phase 2D, legislated in 1979 and funded by the Board of Supervisors in 1987, is scheduled for construction commencing in December of 1990. Owners of lots fronting on a portion of Carmelita Street within the Upper Ashbury Undergrounding District, Phase 2D, have petitioned the City to install three 15-foot ornamental streetlight poles, instead of standard 30-foot poles, for aesthetic reasons.

3. Each 15-foot ornamental pole costs \$800 more than the standard 30-foot pole to acquire and install. The property owners submitting the proposal have agreed to compensate the City for the higher cost of the 15-foot ornamental streetlight poles and have presented a cashiers check in the total amount of \$2,400 to the DPW.

4. The proposal to install the three 15-foot ornamental streetlight poles has been reviewed and studied by the DPW and by the Public Utilities Commission (PUC). Those departments have found that the proposal would not be in conflict with any established local or State policies, rules, regulations, or codes.

Comments

1. Phase 2D of the Upper Ashbury Undergrounding District 309 is one of four geographic areas in that District, the others being Phase A, B, and C. According to Mr. Hin Kung of the DPW, construction work on Phase 2A has been completed and Phases 2B and 2C are in the design stage.

2. The Board of Supervisors previously authorized the DPW to accept monetary compensation from property owners for the higher cost of procuring and installing 46 special ornamental streetlight poles during Phase 2A of the project. Mr. Kung reports that those ornamental streetlights have been installed and are currently operating.

Recommendation

Approve the proposed resolution.

Item 7 - File 68-90-17

Department: Mayor's Criminal Justice Council (MCJC)

Item: Resolution authorizing the Mayor's Office to apply for, accept and expend Federal grant funds and agreeing to provide local matching funds in the amount of \$6,346.

Amount:

Federal grant	\$6,346
Local match	<u>6,346</u>
Project Total	<u>\$12,692</u>

Source of Grant: Federal funds - through the California Office of Criminal Justice Planning (OCJP)

Grant Period: October 1, 1990 through September 30, 1991

Project: 1990-91 Juvenile Justice and Delinquency Prevention (JJDP) Planning Grant

Project Description: The Mayor's Criminal Justice Council (MCJC) coordinates the City's planning efforts for juvenile justice programs. The MCJC is responsible for planning, monitoring and administering the the City's Juvenile Justice and Delinquency Prevention (JJDP) funds which are allocated through the Office of Criminal Justice Planing (OCJP). MCJC staff provide technical assistance, process grant applications and monitor the following JJDP funded programs: Bayview Hunters Point Counseling, Sunset Counseling, Status Offender Counseling, and Status Offender Counseling Supervision.

Project Budget:

	<u>Federal Grant</u>	<u>Local Match</u>	<u>Total</u>
<u>Personnel</u>			
Criminal Justice Specialist II (.29 FTE)	\$5,780	\$5,780	\$11,560
<u>Operating Expenses</u>			
Travel	344	344	688
Audit	64	63	127
<u>Indirect Costs</u> <u>(5% of Federal share)</u>	<u>158</u>	<u>159</u>	<u>317</u>
Total	\$6,346	\$6,346	\$12,692

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Comments:

1. The MCJC reports that funds for the required local match, are appropriated in the Mayor's 1990-91 budget.
2. Ms. Joyce Smith of the MCJC reports that if this OCJP grant is reduced or eliminated, project services as well as the part-time project position would also be reduced or eliminated.
3. Ms. Smith reports that the Department has already applied for this Federal grant, therefore, the proposed legislation should be amended to authorize the Mayor's Office to apply for the grant retroactively. Additionally, since the grant would fund services effective October 1, 1990, the proposed legislation should also be amended to authorize the Mayor's Office to accept and expend the Federal grant funds retroactively.
4. The Mayor's Criminal Justice Council is responsible for coordinating the City's OCJP grant funded projects. The proposed continuation grant is one of five OCJP funded projects included in this Report to the Finance Committee as follows:

<u>Department</u>	<u>Item and File Number</u>	<u>Grant Amount</u>
Mayor*	7 68-90-17	\$ 6,346
Mayor	8 68-90-18	49,132
Adult Probation	1c 130-90-3.1	121,050
District Attorney	1d 138-90-1.1	212,770
Police	1e 143-90-2.1	<u>74,450</u>
Total		\$463,748

* This project.

5. Attached is the "Summary of Grant Request" as prepared by the Mayor's Office, for the proposed grant funds.

Recommendation:

Amend the proposed legislation to authorize the Mayor's Office to apply for, accept and expend the Federal grant funds retroactively and approve the legislation as amended.

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MAYOR

Summary of Grant Request

Rev. 3/80

Grantor Office of Criminal Justice Planning
 Contact Person Mary Wandschneider
 Address 1130 K Street, Suite 300
Sacramento, California 95814
 Amount Requested \$ \$6,346.00
 Term: From 10/01/90 to 09/30/91
 Health Commission _____

Division MAYOR
 Section Criminal Justice Council
 Contact Person Joyce O. Smith
 Telephone 554-6561
 Application Deadline State Allocation
 Notification Expected Received
 Board of Supervisors: Finance Committee _____
 Full Board _____

I. Item Description:
 (Circle appropriate words)

Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a) grant in the amount of \$ 6,346 from the period of 10/01/90 to 09/30/91 to provide _____ services.

II. Summary: (Concise summary, used addressed; number + groups served, services and providers)

The Mayor's Criminal Justice Council is the Regional Planning Unit for the City and county of San Francisco. This office coordinates the City's criminal justice planning efforts to impact youth problems, is responsible for the annual allocation of JJDP funds from the State, and is also responsible for the Comprehensive Criminal Justice Plan for JJDP funds each year in accordance with the OCJP schedule.

III. Outcomes/Objectives:

Staff collects and analyzes data pertaining to the Youth Services/AB 90 Task Force on a year round basis to identify problems and needs. Based on the findings staff makes recommendations to the Task Force taking into consideration the priorities set forth by this body. Staff coordinates meetings, develop project objectives, provide technical

IV. Effects of Reduction or Termination of These Funds: assistance, process grant applications and monitor all JJDP programs.

These services could no longer be provided.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Org.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount	\$5,222	\$5,832	\$6,346	+8.8%	\$6,346	
Personnel	4,479	5,284	5,780	+9.4%	5,780	
Equipment	-0-	-0-	-0-		-0-	
Contract Svc.	-0-	-0-	-0-		-0-	
Mat. & Supp.	-0-	-0-	-0-		-0-	
Facilities/Space	-0-	-0-	-0-		-0-	
Other Travel	561	344	344		344	
Indirect Costs	130	146	158	+8.9%	159	
Audit	52	58	64		63	

VI. Data Processing

(costs included above)

N/A

VII. Personnel

F/T CSC

P/T CSC

Contractual

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:
AB 90 Funds

Will grant funded employees be retained after this grant terminates? If so, how?
Contingent on continuation funding.

*VIII. Contractual Services: Open Bid _____ Sole Source _____ (if sole source, attach Request for Exemption Form)

Item 8 - File 68-90-18

Department: Mayor's Criminal Justice Council (MCJC)

Item: Resolution authorizing the Mayor's Office to apply for, accept and expend new State grant funds.

Grant Amount: \$49,132

Source of Grant: California Office of Criminal Justice Planning (OCJP)

Grant Period: January 1, 1991 through December 31, 1991

Project: San Francisco Educational Services

Project Description: The proposed State grant funds would be used by the Mayor's Office to contract with San Francisco Educational Services, for the provision of educational services to youth at home as well as at the following locations: Alice Griffith Public Housing, Bayview Hunters Point and Oceanview Playground. The educational services would be provided to youth ages 12-18, who are status offenders with a history of school failure, truancy and family problems. Specific services to be provided would include, individual in-home tutoring and small group tutoring, aimed at improving academic skills and building self esteem. Additional services would include assistance with school placement, informal personal counseling and consultation for youth and their families on educational issues and resources.

**No. of Persons
To Be Served:** 40 Youths

Project Budget:

Contractual Services

Personnel

Executive Director (6% time)	\$3,349	
Program Director (33% time)	11,628	
Comptroller (6% time)	1,803	
Program Developer (2% time)	351	
Secretary (6% time)	1,348	
Secretary II (2.5% time)	526	
Head Teacher (7.5% time)	1,964	
Janitorial (5% time)	175	
Teachers (950 hrs. @ \$16 per hour)	15,209	
Fringe Benefits	<u>6,709</u>	
Subtotal		\$43,062

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Operating Expenses

Educational Materials	\$ 701	
Field Trips	158	
Staff Training	168	
Office Supplies	526	
Printing	526	
Copying	140	
Telephone	296	
Postage	281	
Audit	434	
Advertising	114	
Insurance	512	
Rent	<u>2,214</u>	
Subtotal		<u>6,070</u>
Total		\$49,132

Indirect Costs: None

Local Match: None

Comments:

1. Ms. Joyce Smith, of the MCJC reports that the Mayor's Office has contracted with San Francisco Educational Services, on a sole source basis, for the provision of educational services since 1978. According to Ms. Smith, the Mayor's Office has contracted with San Francisco Educational Services on a sole source basis due to the unique nature of the services and the need to maintain continuity in the provision of these services.

2. Ms. Smith advises that San Francisco Educational Services has historically been funded by AB90 funds. However, according to Ms. Smith, due to OCJP funding regulations that limit the term of funding for any given OCJP grant funded program, the Mayor's Office must switch three of its OCJP grant funded programs to AB90 funds beginning in 1991. In order to have sufficient AB90 funds to fund these three programs, the Mayor's Office will use OCJP grant funds instead of AB90 funds to support the San Francisco Educational Services.

3. The Mayor's Criminal Justice Council is responsible for coordinating the City's OCJP grant funded projects. The proposed continuation grant is one of five OCJP funded projects included in this Report to the Finance Committee as follows:

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BUDGET ANALYST

<u>Department</u>	<u>Item and File Number</u>	<u>Grant Amount</u>
Mayor	7 68-90-17	\$ 6,346
Mayor*	8 68-90-18	49,132
Adult Probation	1c 130-90-3.1	121,050
District Attorney	1d 138-90-1.1	212,770
Police	1e 143-90-2.1	<u>74,450</u>
Total		\$463,748

* This project.

4. Attached is the "Summary of Grant Request", as prepared by the Mayor's Office, for the proposed grant funds.

Recommendation: Approve the proposed resolution.

BOARD OF SUPERVISORS
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LFD No. _____

MAYOR

Summary of Grant Request

Rev. 4/10/90

Grantor Office of Criminal Justice Planning Division Mayor
 Contact Person Mary Wandschneider Section Criminal Justice Council
 Address 1130 K Street, Suite 300 Contact Person Joyce O. Smith
Sacramento, CA 95814 Telephone 554-6561
 Amount Requested \$ \$49,132 Application Deadline December 1, 1990
 Term: From 01/01/91 To 12/31/91 Notification Expected January 1, 1991
 Health Commission _____ Board of Supervisors: Finance Committee _____
 Full Board _____

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a)
 (Circle appropriate words) grant in the amount of \$ 49,132 from the period of 01/01/91 to 12/31/91
 to provide outreach, one to one and group tutoring services.

II. Summary: (Concise summary, need addressed, number + groups served, services and providers)

San Francisco Educational Services will provide positive educational experiences for youth through one to one in-home tutoring for status offenders and small group tutoring at Alice Griffith Public Housing and Oceanview Playground. Consulting support and updated information will be available to all parents whose children are involved in the programs and who wish to take a more active role in their children's education.

III. Outcomes/Objectives:

Clients will demonstrate improvement in one or more of the following including basic academic skills, grades, attendance and attitude at school through the Wide Range Achievement Test (WRAT-R), surveys which will be sent to school counselors and phone consultations on educational resources to students, parents, or anyone with questions about IV. Effects of Reduction or Termination of these Funds: education in San Francisco.

Reduction or termination of these funds will reduce the number of youth to be served.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount						
Personnel						
Equipment						
*Contract Svc.	-0-	-0-	\$49,132	N/A		
Mat. & Supp.						
Facilities/Space						
Other						
Indirect Costs						

VI. Data Processing

(costs included above) N/A

VII. Personnel

F/T CSC				
P/T CSC				
Contractual			9 PT	

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:
N/A

Will grant funded employees be retained after this grant terminates? If so, how?

Contingent on availability of funds.

*VIII. Contractual Services: Open Bid _____ Sole Source _____ (if sole source, attach Request for Exception Form)

Program has been submitted to the Civil Service Commission and has been approved.

Item 9 - File 68-90-19

Department: Mayor's Office

Item: Resolution authorizing the Mayor's Office to apply for, accept, and expend a grant from the U.S. Department of Health and Human Services

Amount: \$822,029

Source of Grant: Federal funds under the Anti-Drug Abuse Act of 1988, administered by the U.S. Department of Health and Human Services.

Grant Period: November 1, 1990 to October 31, 1991

Project: San Francisco Gang Prevention Program

Project Description: The proposed grant would fund the second year of the S.F. Gang Prevention Program, which is a comprehensive program to prevent and divert youth aged 11-14 from becoming involved with gangs. The funding would continue prevention, diversion, and intervention activities plus an education component and would continue to be administered by the Mayor's Office. The Recreation and Park Department would continue to provide staff and equipment for the After-School Recreation component of this program. The Police Department would continue to provide staff support and equipment for the Police Department's Wilderness component of this program. A number of community organizations would provide contracted outreach, case management and education services. A total of \$508,486 of in-kind services is being contributed by the City and community organizations.

Project Budget: \$822,029 (see Attachment 1). The total project budget of \$1,330,515 consists of this grant request of \$822,029 and in-kind funds of \$508,486. Additional details of the Mayor's Office grant budget of \$129,262 is shown below.

Grant Budget - Mayor's Office

Civil Service Salaries:

Program Director (0.1 FTE)	\$ 5,300	
Program Coordinator (1.0 FTE)	42,400	
Staff Assistant (1.0 FTE)	32,162	
Clerk Typist (1.0 FTE)	<u>22,100</u>	
Total Salaries		\$101,962

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Mandatory Fringe Benefits	\$12,500
Travel	10,000
Supplies	<u>4,800</u>
Mayor's Office Total	\$129,262

Required Match: As of the writing of this report, Ms. Joyce Smith of the Mayor's Criminal Justice Council had not determined whether the in-kind services match of 25 percent of projected budget (\$205,507) is formally required for the second year of the Gang Prevention Program. Actual project budget includes in-kind match of \$508,486 or approximately 62 percent.

Comment: 1. Attachment 2 is the "Mayor's Office - Summary of Grant Request" prepared by the Mayor's Office for continuation of the Gang Prevention Program.

2. Because the Mayor's Office has already applied for the proposed grant funds, the proposed resolution, if approved, would retroactively approve the application for these Federal grant funds. Therefore, the proposed resolution should be amended to apply for the grant funds retroactively.

Recommendation: Amend the proposed legislation to allow the Mayor's Office to retroactively apply for the \$822,029 in Federal grant funds, and approve the proposed resolution as amended.

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BUDGET ANALYST

San Francisco Gang Prevention Program
Budget 1991 (Dollar Figure in Thousands)

	<u>In-Kind</u>	<u>Federal</u>	<u>Total</u>
<u>Mayor's Office</u>	11,404	129,262	140,666

ContractualCommunity Agencies

Bayview Hunters Point	8,729	72,738	81,467
Chinatown Youth Center	29,137	46,376	75,513
Ella Hill Hutch C.C.	17,350	72,738	90,088
O.M.I.	23,250	72,738	95,988
Potrero Hill	12,375	72,738	85,113
Real Alternatives Program	34,704	72,738	107,442
Visitation Valley/Sunnydale	<u>19,250</u>	<u>72,738</u>	<u>91,988</u>
	\$144,795	\$482,804	\$627,599

Non-City Departments

Community Boards	12,000	8,524	20,524
Calles Project	86,190	-0-	86,190
S.A.F.E. Inc.	18,250	79,780	98,030
Youth Newsletter	<u>3,200</u>	<u>29,622</u>	<u>32,822</u>
	\$119,640	\$117,926	\$237,566

City Departments

Juvenile Probation	21,726	-0-	21,726
S.F. Police Wilderness Program	40,000	20,000	60,000
S.F. Rec & Park			
Equipment/Trips	14,000	16,000	30,000
Staff	36,000	-0-	36,000
Community Van	15,000	-0-	15,000
Video Van Staff	10,000	40,000	50,000
S.F. Unified School District	<u>35,771</u>	<u>-0-</u>	<u>35,771</u>
	\$172,497	\$76,000	\$248,497

Addendum

S.F. Housing Authority	60,150	-0-	60,150
Indirect Cost	<u>-0-</u>	<u>16,037</u>	<u>16,037</u>
	\$60,150	\$16,037	\$76,187
<u>TOTAL-----</u>	<u>\$508,486</u>	<u>\$822,029</u>	<u>\$1,330,515</u>

Form No. _____ Mayor's Office - Summary of Grant Request

Rev 4/10/90

Grantor Dept. of Health & Human Service
 Contact Person Maria T. Candmil
 Address 330 C Street, N.W.
Washington, D.C. 20201
 Amount Requested \$ 822,029
 Term: From Oct. 89 To Oct. 91

Division Mayor
 Section Public Safety Office
 Contact Person James E. Buick
 Telephone (415) 554-6560
 Application Deadline _____
 Notification Expected _____

Board of Supervisors: Finance Committee _____

Full Board _____

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a) (Circ. appropriate words)
 grant in the amount of \$ 1,644,058 from the period of Oct. 89 to Oct. 91
 to provide A comprehensive program to prevent and divert children services.
and youth from becoming involved in gangs.

II. Summary: (Circ. voluntary, paid address, number + groups served, services and providers)
Seven neighborhood-based community agencies providing alternatives to children and
youth, through outreach activity, referrals, Wilderness program, Video Van and
recreational program.

III. Outcomes/Objectives:

Avoid participation in gang/drug activity
Participation in more positive activities

IV. Effects of Reduction or Termination of These Funds:

Total shutdown of program and staff through the community.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount		822,029	822,029			
Personnel		129,262	129,262			
Equipment		16,000	16,000			
Contract Svc.		631,108	631,108			
Mat. & Supp.		4,800	4,800			
Facilities/Space						
Other		29,622	29,622			
Indirect Costs		16,037	16,037			

VI. Data Processing

(none entered above)

N/A

VII. Personnel

F/T CSC		4	4		
P/T CSC		1	1		
Contractual					

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:
 For CSC _____

Will grant funded employees be retained after this grant terminates? If so, How?
 N/A

VIII. Contractual Services: Open Bid _____ Sole Source _____ (if sole source, attach Request for Exception Form)

Item 10 - File 146-90-79

Department: Department of Public Health (DPH)
AIDS Office

Item: Resolution authorizing DPH to apply for, accept and expend a State grant augmentation.

Amount: \$678,895

Source of Funds: State Department of Health Services, AIDS Office

Term: July 1, 1990 through September 30, 1990

Project: AIDS Drug Program

Description: The proposed State grant augmentation would be used to reimburse the AIDS Drug Program retroactively for services provided during the three-month period of July 1, 1990 through September 30, 1990. The AIDS Drug Program provides AZT and/or aerosolized pentamidine drugs, to non-MediCal-eligible low-income persons who have a valid prescription for the drug from a licensed physician and who meet the income eligibility criteria.

No. of Persons Served: 2,130 unduplicated AZT clients, 666 unduplicated aerosolized pentamidine clients

Project Budget: Clinical Supplies (medicine) \$678,895

Indirect Cost: None

Local Match: None

Comments:

1. The AIDS Drug Program had previously received a total of \$1,357,789 for the period January 1, 1990 through June 30, 1990. The proposed grant augmentation would bring the total amount received for this Program for 1990 to \$2,036,684. Since the inception of the AIDS Drug Program on August 17, 1987 through June 30, 1990, the Program has received a total of \$4,723,550 in State funds.
2. According to Mr. Tim Piland of DPH, the proposed State grant augmentation of \$678,895 is a direct allocation by the State to DPH based on DPH's utilization and need of these clinical supplies. Therefore, the proposed augmentation does not require an application by the City and the proposed legislation should be amended to delete the apply for clause.

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3. As noted above, the State would reimburse the City retroactively for services provided under the AIDS Drug Program. Therefore, the legislation should be amended to reflect the DPH's acceptance and expenditure of a State grant augmentation retroactively from the State Department of Health Services.

4. Attached is the "Health Commission - Summary of Grant Request" prepared by DPH for this State grant augmentation.

Recommendations: 1. Amend the proposed legislation to delete the apply for clause.

2. Amend the legislation to reflect DPH's acceptance and expenditure of a State grant augmentation retroactively from the State Department of Health Services, AIDS Office.

3. Approve the proposed legislation as amended.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item No. Health Commission - Summary of Grant Request

Rev. 4/10/90

California Dept of Health Services

Office of AIDS

Grantor Contact Person Anna RamirezAddress P.O. Box 942732Sacramento, CA 94234Division CO AdminSection AIDS OfficeContact Person Maria LemusTelephone Tim Piland 554-9132Amount Requested \$ 678,895Application Deadline N/ATerm: From 7-1-90 To 9-30-90Notification Expected Health Commission 10-16-90 Board of Supervisors: Finance Committee Full Board

I. Item Description: Request to ~~(apply for)~~ (accept and expend) a ~~(new)~~ ~~(continuation)~~ ~~(allocation)~~ (augmentation to a) grant in the amount of \$ 678,895 from the period of 7-1-90 to 9-30-90 to provide continued funding for AIDS DRUG PROGRAM services.

II. Summary: (Context/history; need addressed; number + groups served; services and providers)

This allocation is being made by the State of California to extend the AIDS Drug Program for the period 7-1-90 thru 9-30-90; these funds will reimburse the city for AZT and aerosolized pentamidine distributed by San Francisco General Hospital to non-Medical eligible clients for whom these drugs have been prescribed.

III. Outcomes/Objectives:

In the three-month period from 4-1-90 thru 6-30-90 this program made 2,130 distributions of AZT and 666 distributions of aerosolized pentamidine; utilization is expected to at least equal these figures in the period cited.

IV. Effects of Reduction or Termination of These Funds:

Reduction or termination would result in our inability to provide AIDS drugs to clients meeting financial and clinical criteria for eligibility.

V. Financial Information:

	7/89-12/89 Col. A	1/90-6/90 Col. B	7/90-9/90 Col. C	Col. D	Req. Match	Approved by
	Two Years Ago	Past Year/Orig.	Proposed	Change		
Grant Amount	<u>665,456</u>	<u>1,357,789</u>	<u>678,895</u>	<u>678,895</u>	<u> </u>	<u> </u>
Personnel	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Equipment	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
* Contract Svc.	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Mat. & Supp.	<u>665,456</u>	<u>1,357,789</u>	<u>678,895</u>	<u>678,895</u>	<u> </u>	<u> </u>
Facilities/Space	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Other	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Indirect Costs	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>

VI. Data Processing

(costs included above)

VII. Personnel

	<u>n/a</u>	<u>n/a</u>	<u>n/a</u>	<u>n/a</u>	<u> </u>
F/T CSC	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
P/T CSC	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Contractual	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

Will grant funded employees be retained after this grant terminates? If so, How?

n/a

*VIII. Contractual Services: Open Bid Sole Source (if sole source, attach Request for Exemption Form)

n/a

Item 11 - File 146-90-80

Department: Department of Public Health (DPH),
Community Substance Abuse Services

Item: Resolution authorizing the Department of Public Health, Community Substance Abuse Services, to apply for, accept, and expend a new grant from the State of California, Department of Alcohol and Drug Programs for a long-term addiction/substance abuse treatment project for homeless persons in San Francisco.

Amount: Not to exceed \$768,381.

Source of Grant: State of California, Department of Alcohol and Drug Programs

Term: November 1, 1990 through June 30, 1991

Project: San Francisco Homeless Addiction and Long-term Treatment Program (HALT)

Local Match: None

Description: In an effort to more fully serve San Francisco's homeless population, the Department of Social Services established two Multiservice Centers to provide temporary shelter and referral services to homeless persons. One type of service of which many homeless persons need and to which the Multiservice Center staff would refer homeless clients, are substance abuse treatment services.

The DPH proposes to provide, through HALT, substance abuse treatment services to homeless persons served by the Multiservice Centers. The proposed grant program offers a two-step approach to recovery from substance abuse through short-term and then long-term recovery programs to assist homeless substance abusers in breaking their dependence on drugs or alcohol. Clients in the Multiservice Centers would be first referred to detoxification and post detoxification services and then referred to this proposed grant program. Treatment services in this grant program would include:

- 1) Short-term recovery treatment, which includes programs for rehabilitation, reeducation, vocational placement, and counseling for sustained recovery. DPH proposes to contract with Walden House to provide 40 beds for recovering homeless substance abusers. Walden House would provide housing and other services while the clients recover.

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- 2) Long-term recovery treatment involving the use of Substance Abuse Free Residences (SAFER). These residences would provide continued recovery treatment through low-cost housing, with structured abstinence reinforcing environments, to recovering homeless clients. Specific services include case management and counseling of clients, seeking client assistance from other community agencies, and providing transportation to clients. DPH proposes to contract with St. Vincent de Paul Society to provide 72 beds for homeless clients undergoing continued recovery from substance abuse.

All of the proposed grant funds would be allocated to the Walden House and St. Vincent de Paul Society, two community service providers currently under contract with DPH to provide other substance services. The existing two contracts with Walden House and St. Vincent de Paul would be modified to include the funding for this grant program. Although the grant term began November 1, 1990, DPH projects that the contract funding will begin December 1, 1990. DPH has proposed the following budget for the use of the grant funds:

Walden House - Short-term residential	
recovery services	\$333,000
Program evaluation	<u>114,923</u>
Total - Walden House contract	\$447,923
St. Vincent de Paul Society - Long-term	
recovery and residential housing	
(SAFER)	<u>320,458</u>
Total	\$768,381

The above proposed grant program budget represents funding for seven months of services for the period December 1, 1990 through June 30, 1991.

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The HALT Program also includes a program evaluation component. Funds for program evaluation would provide for a study to evaluate the effectiveness of the procedures and methods of the HALT Program, as well as to monitor the success rate of the Program in promoting recovery and preventing repeated substance abuse. The contract with Walden House includes funding for staff to conduct the program evaluation. According to Mr. Jim Curtiss of DPH, scientists from the University of California at San Francisco would be hired to conduct the evaluation study.

Mr. Curtiss further reports that the City will incur no indirect costs from the proposed Program. DPH will manage the contracts with present staffing.

Comments:

1. The Department has prepared a Summary of Grant Request, which is attached.

2. According to DPH, the State Department of Alcohol and Drug Programs notified the Department on August 6, 1990 that funding was available for substance abuse services, subject to a proposal deadline of September 14, 1990. DPH expected notification on the disposition of the grant request by November 1, 1990. Dr. Wayne Clark of DPH advises that the State Department of Alcohol and Drug Programs has notified DPH that it has been awarded the full amount of \$768,381 of the grant request.

3. Dr. Clark further advises that the State Department of Alcohol and Drug Programs has awarded a total of \$3,000,000 to DPH's Community Substance Abuse Services Program to fund this project over the next four years. The total of \$3,000,000 includes the \$768,381 requested in this proposed resolution for Fiscal Year 1990-91. Under the total grant award, DPH would receive:

<u>Fiscal Year</u>	<u>Amount</u>	<u>Term</u>
1990-91	\$768,381*	11/1/90 - 6/30/91
1991-92	1,000,000	7/1/91 - 6/30/92
1992-93	1,000,000	7/1/92 - 6/30/93
1993-94	<u>231,619</u>	7/1/93 - 10/31/93
Total	\$3,000,000	

*This request.

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BUDGET ANALYST

4. The State grant funds for Fiscal Years 1991-92 through 1993-94 would be subject to subsequent legislation by the Board of Supervisors. These grant funds would fully fund the HALT Program through October 31, 1993. After October 31, 1993, if State funds are not available, DPH would be responsible for either paying for the continuing costs of the Program or for discontinuing the Program. According to Dr. Clark, if State funds are not available at that time, DPH would terminate the Program.

5. Because DPH has already applied for and accepted the proposed grant funds, the proposed resolution, if approved, would retroactively approve the application for and acceptance of these State grant funds. Expenditure of the grant funds is projected to begin December 1, 1990. Therefore, the proposed resolution should be amended to apply for and accept the grant funds retroactively.

Recommendation: Amend the proposed resolution to allow the Department of Public Health to retroactively apply for and accept the \$768,381 in State grant funds, and approve the proposed resolution as amended.

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BUDGET ANALYST

Item No. _____

Health Commission - Summary of Grant Request

Rev. 4/10/90

State of California, Dept. of
Alcohol and Drug Programs

Mental Health,

Grantor _____
 Contact Person N/A
 Address 1700 K Street
Sacramento CA 95814

Division Substance Abuse & Forensic Services
 Section Community Substance Abuse Services
 Contact Person Wayne Clark, Ph.D.
 Telephone 255-3500
 Application Deadline 9/14/90
 Notification Expected 11/1/90

Amount Requested \$ 768,381
 Term: From 11/1/90 To 10/31/91
 Health Commission _____

Board of Supervisors: Finance Committee _____

Full Board _____

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a) grant in the amount of \$ 768,381 from the period of 11/1/90 to 10/31/91 to provide homeless addiction and long term substance abuse services.
 (Circle appropriate words)

II. Summary: (Content/summary, need addressed; number + groups served; services and providers)

As stated in the overview of the grant description, the goal of this project is "to decrease alcohol and drug consumption and improve the housing, employment, health and other living standards for homeless individuals with alcohol and other drug problems." Three components will provide services to approximately 465 homeless persons:
 1) 40 beds for short-term (4-6 months) recovery services; 2) 72 rooms for long-term

III. Outcomes/Objectives:

(Continued on Page 1b attached)

Short-term substance abuse residential recovery and long-term substance-free living environment ("sober hotel") services will be provided to approximately 465 homeless persons.

IV. Effects of Reduction or Termination of These Funds:

The Department will attempt to augment/extend these grant services before 10/31/91. Should funds be reduced or terminated, services will be proportionately reduced or terminated.

V. Financial Information:

	Col. A Two Years Ago N/A	Col. B Past Year/Orig. N/A	Col. C Proposed \$768,381	Col. D Change N/A	Req. Match N/A	Approved by N/A
Grant Amount						
Personnel			*			
Equipment			-0-			
*Contract Svc.			768,381			
Mat. & Supp.			-0-			
Facilities/Space			-0-			
Other			-0-			
Indirect Costs			**			

VI. Data Processing

* See Note on potential budget reconfiguration, Page 1b attached.
 ** See Note on indirect costs, Page 1b.

(costs included above)

VII. Personnel

F/T CSC _____
 P/T CSC _____

Contractual Data on additional contractual personnel unavailable at this time, but will be reviewed by the Health Commission when modifications are submitted for approval.

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

Possible funds from Dept. of Social Services (source unknown); please see Note on potential budget reconfiguration, Page 1b attached.

Will grant funded employees be retained after this grant terminates? If so, how?

Any portion of an employee's salary funded through this grant would terminate at the end of the grant period, provided that no other grant funds exist to continue funding.

*VIII. Contractual Services: Open Bid _____ Sole Source XX (if sole source, attach Request for Exemption Form)

Item 12 - File 146-90-81

Department: Department of Public Health (DPH),
AIDS Office

Item: Resolution authorizing the DPH to apply for, accept and
expend a Federal grant allocation.

Amount: \$513,000

Source of Funds: U.S. Department of Health and Human Services,
Health Resources and Services Administration

Term: October 1, 1990 to September 30, 1991

Project: AIDS/HIV Subacute Care Demonstration Project

Description: The proposed Federal grant would fund the first year of a
three-year Demonstration Project to provide
medical/psychiatric skilled nursing care for AIDS patients
with moderate to severe AIDS-related dementia. Grant funds
would be used to provide services for AIDS patients at St.
Mary's Hospital and Medical Center. St. Mary's Hospital is
experienced in providing both medical and psychiatric care as
well as AIDS services, possesses ample bed capacity within an
existing locked unit with no need for capital improvements,
and has expressed interest in providing the required level of
subacute care for AIDS dementia patients in San Francisco.

The purpose of the Project is to demonstrate that the provision
of appropriate medical/psychiatric subacute care for persons
with AIDS dementia complex is more cost-effective than acute
care and results in better patient outcomes.

The objectives of the proposed Project include:

- a. The development of an eight-bed AIDS designated medical-
psychiatric skilled nursing unit for dementia AIDS patients
recovering from an acute illness and hospitalization;
- b. Ongoing medical care;
- c. Ongoing psychiatric care;
- d. Overall program direction and financial accountability for
the medical-psychiatric skilled nursing facility unit;
- e. Expanded nursing staff to assure the delivery of quality
skilled nursing care;

BOARD OF SUPERVISORS
BUDGET ANALYST

- f. Interdisciplinary therapeutic services to maximize patient independence and functional status;
- g. Emergency care services, and specialized diagnostic and therapeutic services;
- h. Case management services to establish appropriate admission and discharge planning;
- i. Technical assistance to other facilities throughout the San Francisco Bay Area to improve the quality of care for AIDS patients with combined medical and psychiatric illness; and
- j. An extensive data collection system which will include clinical assessments of patient status as well as the cost of care.

Project Budget:	<u>City Costs</u>	<u>FTE</u>	
	Data Manager-Statistician	0.46	\$17,757
	Fringe Benefits @ 26%		<u>4,617</u>
	City Personnel Costs		\$22,374
	Indirect Costs		<u>13,101</u>
	Total City Costs		\$35,475

St. Mary's Hospital Medical Center

<u>Personnel</u>	<u>FTE</u>		
Skilled Nursing Care Dir.	0.2	\$11,815	
HIV Services Coordinator	0.2	8,899	
Program Coordinator	0.33	16,007	
Clinical Nurse Specialist	0.75	38,032	
Registered Nurse II (\$24/Hr. * 6,996 Hrs.)	4.12	165,106	
Licensed Vocational Nurse (\$14/Hr. * 6,996 Hrs.)	4.12	94,446	
Unit Secretary	0.5	12,678	
Recreational Therapist	0.5	14,331	
Occupational Therapist	0.2	9,040	
Physical Therapist	0.3	13,560	
Medical Social Worker	0.5	<u>20,946</u>	
Subtotal		\$404,860	
Fringe Benefits (36% of Salaries)		<u>145,622</u>	
St. Mary's Personnel Costs	11.72		\$550,482

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BUDGET ANALYST

St. Mary's Hospital Medical Center (continued)

Operating Expenses

Travel	\$ 131	
Supplies	8,140	
Contractual Services		
Medical Director (0.35 FTE)	40,950	
Psychiatric Consultant (0.5 FTE)	62,400	
Other		
Ancillary Medical Services	163,687	
Subtotal: Operating Expenses		\$275,308
Subtotal: St. Mary's Costs		\$825,790
St. Mary's Indirect Costs (18.5% of Direct Costs)		<u>152,747</u>
St. Mary's Program Budget		\$978,537
Estimated Patient Revenues		<u>501,012</u>
St. Mary's Grant Requirement		\$477,525
 Total Grant Request		 \$513,000

**No. of People
Served:**

Approximately 60 patients annually, based on a 50-day average stay in the subacute care facility.

Indirect Costs:

(1) City's indirect costs of \$13,101, which represents 20% of Civil Service Salaries (\$3,551) and 2% of Contractual Services (\$9,550), and (2) St. Mary's indirect costs of \$152,747, which represents 18.5% of St. Mary's direct costs.

Required Match:

None

Comments:

1. St. Mary's Hospital's Ancillary Medical Services includes laboratory, radiology, pharmacy, and respiratory therapy services. The projected utilization of these services was estimated with the aid of the Medical Director of HIV Services at St. Mary's Hospital.

2. The AIDS/HIV Subacute Care Demonstration Project would be evaluated by the City and the U.S. Department of Health and Human Services by comparing the cost of care and patient outcomes of the Demonstration Project with acute psychiatric care or intermittent acute medical hospitalizations. The patient outcome evaluation would be based on improvement in dementia as measured by psychiatric and psychological tests and improvement in medical states.

3. Attached is the "Health Commission - Summary of Grant Request" prepared by DPH for this new program.

BOARD OF SUPERVISORS
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4. Because DPH has already applied for and accepted the proposed grant funds, the proposed resolution, if approved, would retroactively approve the application for and acceptance of these Federal grant funds. Therefore, the proposed resolution should be amended to apply for and accept the grant funds retroactively.

Recommendation: Amend the proposed legislation to allow the Department of Public Health to retroactively apply for and accept the \$513,000 in Federal grant funds, and approve the proposed resolution as amended.

BOARD OF SUPERVISORS
BUDGET ANALYST

Dept of Health and Human Svcs.

Grantor Health Resources and Svcs Admin.Division - CO/AdminContact Person Ms. Glenna WilcomeSection AIDS OfficeAddress Health Resources and Svcs Admin.Contact Person Maria Lemus12300 Twinbrook Pkwy; Rockville MDTelephone T. Piland 554-9019Amount Requested \$ 513,000Application Deadline 8-21-90Term: From 9-30-90 To 9-29-91Notification Expected Health Commission 10/16Board of Supervisors: Finance Committee Full Board

I. Item Description: Request to (Apply for) (accept and expend) a (new) (demonstration) (allocation) (subgrant) (contract) grant in the amount of \$ 513,000 from the period of 9-30-90 to 9-29-91 to provide medical/psychiatric skilled nursing AIDS care services.

II. Summary: (Context/history; need addressed; number + groups served; services and providers)

The SFDPH AIDS Office proposes to provide medical/psychiatric skilled nursing care for AIDS patients with moderate to severe AIDS-related dementia; in addition, to demonstrate that the provision of appropriate medical/psychiatric care for persons with AIDS dementia complex is more cost-effective than acute care and results in better patient outcomes.

III. Outcomes/Objectives:

The results of this project will be measured in cost savings, program effects on individual patient function, and benefits to San Francisco's continuum of care; this project will allow for more appropriate utilization of acute hospital beds and more successful placement in community settings.

IV. Effects of Reduction or Termination of These Funds:

After the first funding year, it is projected that some personnel costs will be reduced; also it is anticipated that the project will demonstrate that it is eligible for MediCal rate augmentation to subacute reimbursement rates.

V. Financial Information:

	<u>Col. A</u>	<u>Col. B</u>	<u>Col. C</u>	<u>Col. D</u>	<u>Req. Match</u>	<u>Approved by</u>
	<u>Two Years Ago</u>	<u>Past Year/Orig.</u>	<u>Proposed</u>	<u>Change</u>		
Grant Amount	<u> </u>	<u> </u>	<u>513,000</u>	<u> </u>	<u> </u>	<u> </u>
Personnel	<u> </u>	<u> </u>	<u>22,374</u>	<u> </u>	<u> </u>	<u> </u>
Equipment	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
* Contract Svc.	<u> </u>	<u> </u>	<u>477,525</u>	<u> </u>	<u> </u>	<u> </u>
Mat. & Supp.	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Facilities/Space	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Other	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Indirect Costs	<u> </u>	<u> </u>	<u>13,101</u>	<u> </u>	<u> </u>	<u> </u>

VI. Data Processing

(cost included above)

22,374

VII. Personnel

F/T CSC	<u> </u>	<u> </u>	<u> </u>	<u> </u>
P/T CSC	<u> </u>	<u> </u>	<u>0.50</u>	<u> </u>
Contractual	<u> </u>	<u> </u>	<u>3.83</u>	<u> </u>

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

The HRSA Demonstration Project grant (90-91 installment) will be used to fund the other 0.50 P/T CSC position listed in this request.

Will grant funded employees be retained after this grant terminates? If so, How?

This is a multi-year grant with non-competing continuation applications for the next four years.

*VIII. Contractual Services: Open Bid Sole Source X (if sole source, attach Request for Exemption Form)

Item 13 - File 172-90-31

The proposed resolution would authorize the Juvenile Probation Department through the Chief Probation Officer, to secure contracts for construction work and non-construction services with the City and County of San Francisco, other government agencies and private industry for youth at Log Cabin Ranch School.

The Juvenile Probation Department is currently in the process of developing a Horticulture Program, a City Contract Program and an Employer Program for approximately 50 juveniles housed at the Log Cabin Ranch School. The programs would combine vocational education and job preparedness classroom training with on-the-job technical skills. These programs would provide juveniles with vocational training once their mandatory supervision time is completed. Juveniles would earn income and provide supplemental revenue for Court-ordered victim-restitution. The Chief Probation Officer would provide administrative oversight for these programs and direct program supervision would be provided by the Employment and Training Supervisor of the Juvenile Probation Department. The three proposed programs are as follows:

The Horticulture Program

The Horticulture Program would provide the juveniles with training techniques on the growth and nurturing of organic vegetables. The Program would place under cultivation 6,000 square feet of land immediately adjacent to an existing greenhouse. The on-the-job training portion of the Program is expected to begin in early January, 1991. The Juvenile Probation Department would eventually set up contracts with outside produce vendors and businesses to sell the seedlings and vegetables grown by the juveniles through the Horticulture Program.

The City Contract Program

The City Contract Program would renovate and convert Log Cabin Ranch's School Industrial Education Shop into a work production area. The juveniles would be trained in simple labor intensive work which includes the manufacturing of wood and metal products. The Log Cabin Ranch would then competitively bid for contracts with various City Departments involving this minor construction work.

The Employer Model Program

The Employer Program would allow the Department to solicit a private company to bring its operation into the Log Cabin Ranch School. The juveniles would produce goods or provide services for the industry to sell on the open market. The company would be entirely responsible for the implementation of the Program including the hiring and supervising of student workers.

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The proposed resolution would authorize the Juvenile Probation Department to compete for, enter into and administer contractual agreements for minor construction work and non-construction services with the City, other governmental agencies and private entities on behalf of the juveniles at the Log Cabin Ranch School.

Comments

1. Ms. Judy Hogan of the Juvenile Probation Department reports that the Horticulture Program is likely to be the first Program to be implemented because funds and staffing should be available in January, 1991. Implementation of the Employer Model Program's will depend upon the ability to attract an employer to develop such a Program at Log Cabin Ranch School. The City Contract Program will likely be the last Program to be implemented, because it will depend upon the ability of the Log Cabin Ranch School to obtain start-up funds, purchase the necessary materials and adequately train the juveniles, activities which will ultimately depend on the success of the Horticulture and Employer Model Programs.

2. As part of the Horticulture Program, the San Francisco Conservation Corps has applied for 1991 Community Development Block Grant (CDBG) funds to provide the initial ground work for the 6,000 square feet of land adjacent to the greenhouse. The San Francisco Conservation Corps is proposing to cultivate the land, install a water system and perform minor renovations to Log Cabin Ranch School's greenhouse. A review of the 1991 Community Development Block Grant application indicates that the Mayor's Office is recommending \$50,000 for this project.

3. It is anticipated that the Horticulture Program would be able to raise vegetables, produce and trees which could be sold through contracts with private businesses. Mr. Robert Price of the Juvenile Probation Department reports that he has had discussions with Real Foods for organic vegetables, the Nursery Man Exchange for other plants and seedlings and Delancey Street for Christmas trees regarding these services.

4. According to Mr. Price, the Horticulture Program is estimated to require one half-time Horticulture Instructor, which would be provided by allocating one-half of one of the existing Log Cabin Ranch Counselor's time to this activity. Ms. Hogan reports that the addition of this Horticulture Program and one-half time Instructor will not result in any increase in the staffing needs within the Department. In addition, the Horticulture Program is anticipated to require approximately \$15,000 in tools, seed, fertilizer, etc. Mr. Price reports that the cost for these materials would be provided by the Youth Guidance Center's (YGC) Improvement Committee, which is a non-profit organization that has committed these funds for this purpose. In addition, Mr. Price believes that additional materials and supplies may be donated to Log Cabin Ranch School for the proposed Horticulture Program.

5. Mr. Price reports that Levi Strauss has provided a grant of business consulting services for the Employer Model Program. This grant is with the business consulting firm of Kramer Blum Associates to provide a four year business plan and to identify and obtain an employer to implement the Employer Model Program at the Log Cabin Ranch School.

6. Businesses should be interested in the Employer Model Program because according to Mr. Price, an employer would be able to reduce their cost of business due to the incentives available through this Program. For example, although the employer would be required to train and then pay comparable wages to the youth employed through this Program, by locating a business at Log Cabin Ranch School, an employer would not have to pay rent or utilities for their business. In addition, targeted tax credits of 40 percent of the first \$6,000 earned per individual could be deducted from the businesses federal and State taxes. At the same time, it would provide a means of training and teaching employable skills to the youth, financially rewarding the youth with income comparable to the regular workforce and reinforcing the youth's accountability and responsibility by paying taxes and Court-ordered restitution. The youth's wages would be deposited into a savings holding plan and with the exception of Court-ordered restitution, would be paid to the worker upon graduation. The specific responsibility for insurance has not been determined and Mr. Price indicates that insurance issues would be determined in the individual contracts with the employers.

7. For the City Contract Program, additional start-up funds would be necessary. According to Mr. Price, it is therefore anticipated that the revenues generated by the products and services from the Horticulture and Employer Model Program would eventually provide funding for the City Contract Program, which would ultimately make all three Programs self-sufficient.

8. According to Ms. Julie TenEyek of the City Attorney's Office, the proposed resolution would give the Juvenile Probation Department blanket authority to compete for, enter into and administer contracts for construction and non-construction services with government agencies and private business for the youth at Log Cabin Ranch School. As such, any individual contracts entered into by the Juvenile Probation Department would not be subject to approval by the Board of Supervisors.

Recommendation

Approval of the proposed resolution to authorize the Juvenile Probation Department through the Chief Probation Officer, to compete for, enter into and administer contracts for construction work and non-construction services with the City, other government agencies and private industry for the youth at Log Cabin Ranch School is a policy matter for the Board of Supervisors.

Item 14 - File 51-89-1.3

This item transmits the claims of various City employees for reimbursement for personal property damaged and/or stolen in the line of duty. The attached report lists the Controller's recommended reimbursements to two City employees, at a total cost of \$313.77.

Comment

The two employee claims contained in this proposed item were originally removed by the Controller's Office from a previous resolution to approve reimbursements for damaged or stolen employee personal property. The Controller's Office referred these two claims back to the Department of Public Health for additional information. Subsequently, the Director of Health submitted individual letters supporting the claims of the two employees.

Recommendation

Prepare in and report out the proposed resolution.

File No. 51-89-1.3

REIMBURSEMENT FOR DAMAGED OR STOLEN PERSONAL PROPERTY OF CITY EMPLOYEE

October 3, 1990

<u>Department/ Claimant</u>	<u>Item</u>	<u>Amount Claimed</u>	<u>Amount Recommend</u>
<u>DEPARTMENT OF PUBLIC HEALTH</u>			
Marlys J. Eriksen	Damaged automobile	\$250.00	\$ 250.00
Martha E. Becker	Damaged automobile	<u>63.77</u>	<u>63.77</u>
	TOTAL	<u>313.77</u>	<u>\$ 313.77</u>

Memo to Finance Committee
November 14, 1990

Item 15 - File 51-90-3

This item transmits the claims of various City employees for reimbursement for personal property damaged and/or stolen in the line of duty. The attached report lists the Controller's recommended reimbursements to 13 City employees, at a total cost of \$5,110.52.

Recommendation

Prepare in and report out the proposed resolution.

BOARD OF SUPERVISORS
BUDGET ANALYST

File No. 51-89-3

REIMBURSEMENT FOR DAMAGED OR STOLEN PERSONAL PROPERTY OF CITY EMPLOYEE

October 3, 1990

<u>Department/ Claimant</u>	<u>Item</u>	<u>Amount Claimed</u>	<u>Amount Recommended</u>
<u>DEPARTMENT OF PUBLIC HEALTH</u>			
Steven Ager	Stolen boots	\$ 89.95	\$ 48.00
Albert Chow	Stolen diagnostic kit	395.00	276.00
Connie Streifinger	Stolen diagnostic kit	415.00	210.00
Michael Potter	Stolen otoscope	350.00	175.00
Carmen Rodriguez	Broken car window	213.43	213.43
<u>MUNICIPAL RAILWAY</u>			
Lcomas Wolfe	Broken eyeglasses	150.00	150.00
<u>PURCHASING</u>			
Alfredo Alfonso	Stolen tools	1,645.90	1,645.90
Michael Goldberg	Stolen tools	680.68	680.68
Michael Goldberg	Stolen tools	90.86	90.86
Bill Jessen	Stolen tools	1,195.68	1,195.68
<u>RECREATION AND PARK</u>			
Peter De Gregorio	Broken windshield	225.99	225.99
Eleanor Louise Fielder	Broken Windshield	167.98	167.98
<u>CHIEF ADMINISTRATIVE OFFICER</u>			
Bill Quan	Stolen carry on flight bag and contents	325.00	-0-
<u>CONTROLLER</u>			
Urmilia M. Damania	Damaged dress	47.00	31.00
TOTAL		\$ 5,992.47	\$ 5,110.52

0603c

Item 16 - File 265-90-1

Department: Chief Administrative Officer (CAO)

Item: Resolution approving the rules and regulations for the Neighborhood Beautification and Graffiti Clean-up Fund (Neighborhood Beautification Fund)

Description: In June of 1990, San Francisco voters approved Proposition D, an initiative ordinance that established the Neighborhood Beautification Fund. According to the initiative, taxpayers may designate a portion of their business tax payment (up to one percent in 1990; actual percentage to be determined by the Controller for each year thereafter) for deposit to the Neighborhood Beautification Fund.

The Neighborhood Beautification Fund would be used to finance beautification projects proposed by non-profit organizations, community groups, and City departments.

The Neighborhood Beautification Fund would have a limit of \$1 million. Any excess business tax proceeds designated for the Neighborhood Beautification Fund over the \$1 million limit would be placed in the General Fund.

The initiative ordinance assigned responsibility to the CAO for administering the Fund and for developing rules and regulations for the disposition and use of Neighborhood Beautification and Graffiti Clean-up Fund monies.

This proposed resolution would approve the rules and regulations, which the CAO has developed for implementing and governing the Neighborhood Beautification and Graffiti Clean-up Fund. These rules and regulations specify:

1. Eligibility to receive a grant. Only non-profit organizations, City departments, or groups or individuals affiliated with a non-profit organization that will act as a fiscal agent for the grant funds may apply for a grant.
2. Limitations on City Departments. City Departments may receive no more than 30 percent of all grant funds distributed each year, and Departments may not substitute the grant funds for existing funds budgeted to beautification efforts.

BOARD OF SUPERVISORS
BUDGET ANALYST

3. Project Limitations. All grant projects must be located in San Francisco, incur no significant additional maintenance, and, with respect to non-City projects, reimburse the City for any administrative or construction costs. With little exception, administrative overhead costs may not be included in the grant.
4. Preference for projects. Preference will be given to youth oriented projects, innovative project ideas, projects developed by neighborhood or local business groups, projects that benefit economically disadvantaged areas, organizations that have established beautification records, projects that emphasize volunteer participation, and projects performed on public property.
5. Project matching funds. Proposers seeking grant funds must furnish either an in-kind or cash matching contribution equal to 15 percent of the grant amount.
6. Financial reporting and audits. Grant programs would be subject to audit by the City and would be required to furnish semi-annual finance reports on the project activities.
7. Other funding sources. Grant applicants must report all other possible sources of funds applied for, or received during the past three years.
8. Liability. Grant applications must furnish sufficient liability insurance or hold the City harmless from any liability. If insurance is required, a portion of the grant may be allocated to pay for insurance.
9. Application/Guidelines procedures. The CAO will develop specific forms, procedures and guidelines for applying for the grants.

Comments:

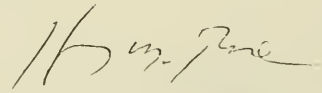
1. Mr. Willis Tom of the Tax Collector's Office reports that business taxes are paid in two installments each year. As of July 31, 1990, the Tax Collector has collected approximately \$37,600 designated for the Neighborhood Beautification Fund from business tax bills received. These revenues have been deposited into the Neighborhood Beautification Fund. The Tax Collector will collect the next installment and deposit any Neighborhood Beautification Fund designated proceeds after March 1, 1991.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Finance Committee
November 14, 1990

2. Ms. Joan Lubamersky of the CAO's Office advises that a separate supplemental appropriation request will be submitted to the Board of Supervisors at a later date to initiate the Fund.

Recommendation: Approve the proposed resolution.



Harvey M. Rose

cc: Supervisor Walker
Supervisor Maher
Supervisor Hallinan
President Britt
Supervisor Alioto
Supervisor Gonzalez
Supervisor Hongisto
Supervisor Hsieh
Supervisor Kennedy
Supervisor Nelder
Supervisor Ward
Clerk of the Board
Legislative Policy Analysts
Chief Administrative Officer
Controller
Carol Wilkins
Ted Lakey

BOARD OF SUPERVISORS
BUDGET ANALYST

SF
S90.25
#1
1/21/90
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SF

BOARD of SUPERVISORS



City Hall
San Francisco 94102
554-5184

November 8, 1990

DOCUMENTS DEPT.

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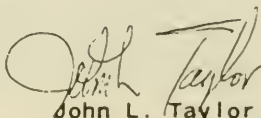
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NOTICE OF CANCELLED MEETING

FINANCE COMMITTEE

NOTICE IS HEREBY given that the regular Finance Committee meeting scheduled for Wednesday, November 21, 1990, at 2:00 p.m. has been cancelled.

The next regular meeting of the Finance Committee after that will be Wednesday, November 28, 1990, at 2:00 p.m.


John L. Taylor
Clerk of the Board

JLT:PJE

Posted: 11/8/90

FINANCE COMMITTEE
BOARD OF SUPERVISORS
ROOM 235, CITY HALL
SAN FRANCISCO, CALIFORNIA 94102

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CALENDAR

MEETING OF

FINANCE COMMITTEE

BOARD OF SUPERVISORS

CITY AND COUNTY OF SAN FRANCISCO

WEDNESDAY, NOVEMBER 28, 1990 - 2:00 P.M. ROOM 228, CITY HALL

MEMBERS: SUPERVISORS WALKER, MAHER, HALLINAN

ABSENT: SUPERVISOR MAHER

CLERK: PATRICIA J. ENG

NOTE: Copies of the Budget Analyst's Report will be available for review on the counter in the Office of the Clerk of the Board, Room 235, City Hall, 10:00 a.m. the date of the meeting.

CONSENT CALENDAR

1. All matters listed hereunder constitute a Consent Calendar, are considered to be routine by the Finance Committee, and will be acted upon by a single roll-call vote of the committee. There will be no separate discussion of these items unless a member of the committee or a member of the public so requests, in which event the matter shall be removed from the Consent Calendar and considered as a separate item:
 - a) File 28-90-20. [Emergency Work] Resolution authorizing the Director of the Department of Public Works to take necessary measures to protect the health, welfare and property of the citizens of San Francisco by performing the necessary work to restore the integrity of the sewer and easements at Mount Vernon and Mission Streets. (Department of Public Works)
 - b) File 31-90-9. [Employee Replacement] Resolution approving immediate filling of vacated position of Classification 1168 - Director of Health, Department of Public Health. (Department of Public Health)
 - c) File 38-90-16. [Acceptance of a Gift] Resolution accepting gift of one reinforced culvert at Sharp Park Golf Course, valued at \$5,600, from Satterfield & Company, for use by the Recreation and Park Department. (Recreation and Park Department)
 - d) File 38-90-17. [Acceptance of a Gift] Resolution authorizing acceptance by the San Francisco Fire Department of a hydraulic boat crane valued at \$8,500 from the Soroptimist International of San Francisco for placement on the Fireboat "Phoenix". (Fire Department)

- e) File 148-90-4. [Grant - Federal Funds] Resolution authorizing the Director of Public Works to apply for, accept and expend Federal funds in the amount of \$1,490,000 for the pavement renovation of various streets as listed in this resolution. (Department of Public Works)
- f) File 100-90-1.4. Requesting release of reserved funds, Purchasing Department, in the amount of \$311,376 for the Automated Procurement System Project. (Purchasing Department)
- g) File 144-90-3. [Grant - State Funds] Resolution authorizing the Executive Director of the Port to apply for, accept and expend \$2 million from the California Department of Commerce Office of Local Development to repair earthquake damages and make required code improvements on Pier 45 consistent with the development of the Fisherman's Wharf Seafood Center Project. (Port)
- h) File 146-90-85. [Grant - State Funds] Resolution authorizing the Department of Public Health, Community Substance Abuse Services, to apply for a grant up to the amount of \$6,721,444 from the State of California, Department of Alcohol and Drug Programs to reduce client waiting period for substance abuse treatment services. (Mayor)
- i) File 100-90-1.6. Requesting release of reserved funds, Mayor's Office, personnel budget, in the amount of \$251,233. (Supervisor Walker on behalf of the Mayor)
- j) File 146-90-88. [Grant - Federal] Resolution authorizing the San Francisco Department of Public Health, AIDS Office, to apply for a grant not to exceed \$7,000,000 from the Health Resources and Services Administration to fund the Comprehensive AIDS Resources Emergency (CARE) Disaster Relief Grant Program. (Supervisor Walker)

ACTION: ITEMS 1c, 1f, 1h, and 1i SEVERED. REMAINDER OF CONSENT CALENDAR RECOMMENDED.

ITEM 1c, File 38-90-16. AMENDED AS FOLLOWS: Line 2, after "ACCEPTING" delete "ONE GIFT" and substitute "A GIFT OF FOUR CONCRETE PIPE SECTIONS"; Line 7, after "Satterfield & Company," delete "one (1) reinforced culvert" and substitute "four (4) sections of concrete pipe to be used to construct three (3) reinforced culverts". NEW TITLE: "[Acceptance of a Gift] RESOLUTION ACCEPTING A GIFT OF FOUR CONCRETE PIPE SECTIONS AT SHARP PARK GOLF COURSE, VALUED AT \$5,600, FROM SATTERFIELD & COMPANY, FOR USE BY THE RECREATION AND PARK DEPARTMENT." RECOMMENDED AS AMENDED.

ITEM 1f, File 100-90-1.4. RELEASE OF \$311,376 RECOMMENDED. FILED.

ITEM 1h, File 146-90-85. AMENDED AS FOLLOWS: Line 5, after "TREATMENT SERVICES" insert "; PROVIDING FOR RATIFICATION OF ACTION PREVIOUSLY TAKEN"; Line 10, after "treatment services" insert "; providing for ratification of action previously taken". NEW TITLE: "[Grant - State Funds] RESOLUTION AUTHORIZING THE DEPARTMENT OF PUBLIC HEALTH, COMMUNITY SUBSTANCE ABUSE SERVICES, TO APPLY FOR A GRANT UP TO THE AMOUNT OF \$6,721,444 FROM THE STATE OF CALIFORNIA, DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS TO REDUCE CLIENT WAITING PERIOD FOR SUBSTANCE ABUSE TREATMENT SERVICES; PROVIDING FOR RATIFICATION OF ACTION PREVIOUSLY TAKEN." RECOMMENDED AS AMENDED.

ITEM 1i, File 100-90-1.6. RELEASE OF \$251,233 RECOMMENDED. FILED.

REGULAR CALENDAR

2. File 79-90-4. [Federal Funding - Community Development] Resolution approving the 1991 Community Development Program and Housing Assistance Plan; authorizing the Mayor on behalf of the City and County of San Francisco, to apply for, receive and expend the City's 1991 Community Development Block Grant (CDBG) Entitlement from the U.S. Department of Housing and Urban Development, transfer and expend reprogrammed funds from prior year Community Development Programs up to \$17,835,485, approving expenditure schedules for recipient departments and agencies and for indirect costs and determining no environmental evaluation is required; authorizing the receipt and deposit in contingencies of 1991 CDBG Entitlement funds in excess of \$17,835,485. (Mayor)

ACTION: 1991 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM, FINAL PROPOSAL, DATED 11/7/90 AMENDED. (See File for detail.) RESOLUTION AMENDED (See File for detail.) NEW TITLE: "[Federal Funding - Community Development] RESOLUTION APPROVING THE 1991 COMMUNITY DEVELOPMENT PROGRAM AND HOUSING ASSISTANCE PLAN. AUTHORIZING THE MAYOR, ON BEHALF OF THE CITY AND COUNTY OF SAN FRANCISCO, TO APPLY FOR, RECEIVE, AND EXPEND THE CITY'S 1991 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ENTITLEMENT FROM THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT, TRANSFER AND EXPEND REPROGRAMMED FUNDS FROM PRIOR YEAR COMMUNITY DEVELOPMENT PROGRAMS UP TO \$18,071,076. APPROVING EXPENDITURE SCHEDULES FOR RECIPIENT DEPARTMENTS AND AGENCIES AND FOR INDIRECT COSTS, AND, DETERMINING NO ENVIRONMENTAL EVALUATION IS REQUIRED, AUTHORIZING THE RECEIPT AND DEPOSIT IN CONTINGENCIES OF 1991 CDBG ENTITLEMENT FUNDS IN EXCESS OF \$18,071,076; AND PLACING \$610,591 ON RESERVE." RECOMMENDED AS AMENDED.

3. File 65-90-7. [Disposition and Development Agreement] Resolution authorizing and approving execution of a disposition and development agreement for Blocks 5731, 5732, 5733, 5733-A (Lot 1) and 5734 (Lot 1) commonly known as the Farmers' Market. (Supervisor Walker on behalf of the Mayor)

(Continued from 10/31/90.)

ACTION: AMENDMENT OF THE WHOLE BEARING SAME TITLE PRESENTED. CONTINUED TO CALL OF THE CHAIR WITH PENDING AMENDMENT OF THE WHOLE.

4. File 107-90-5. To consider quarterly report on the Fraud Early Detection Program dated October 12, 1990. (Supervisor Walker)

(Continued from 11/7/90.)

ACTION: HEARING HELD. CONTINUED TO CALL OF THE CHAIR.

5. File 68-90-20. [Grant - Federal Funds] Resolution authorizing the Mayor's Office of Business and Economic Development to expend a grant from the Federal Economic Development Administration of \$50,000 for a program to retain employment in San Francisco threatened by severe economic dislocation as a result of the earthquake. (Supervisor Hallinan on behalf of the Mayor)

(Continued from 11/14/90.)

ACTION: RECOMMENDED.

6. File 97-90-56. [Grant Applications] Ordinance amending Part I, Chapter 10 of the San Francisco Administrative Code by amending Sections 10.170, 10.170-2 and 10.170-4 thereof, to exclude the requirement, with some exceptions, that the Board of Supervisors be required to approve applications for grants by City officers, employees, boards or commissions. (Supervisor Walker)

(Continued from 11/14/90.)

ACTION: AMENDMENT OF THE WHOLE BEARING SAME TITLE ADOPTED. CONTINUED TO 12/5/90.

7. File 97-90-58. [Hold Harmless Agreement] Ordinance amending Administrative Code by adding Section 1.39 thereto, authorizing the Health Commission to execute a hold harmless agreement with the State Department Health Services for the Medically Indigent Care Reporting System to incorporate an indemnification against claims from infringement clause. (Department of Public Health)

ACTION: RECOMMENDED.

8. File 101-90-25. [Government Funding] Ordinance appropriating \$24,000, Sheriff Department, for other equipment rental (Mobile Boiler - San Bruno Jail). RO #90101 (Controller)

ACTION: AMENDED AS FOLLOWS: Line 2, strike "\$24,000" and substitute "\$23,600"; Line 10, strike "\$24,000" and substitute "\$23,600"; Line 12, strike "\$24,000" and substitute "\$23,600". NEW TITLE: "[Government Funding] ORDINANCE APPROPRIATING \$23,600, SHERIFF DEPARTMENT, FOR OTHER EQUIPMENT RENTAL (Mobile Boiler - San Bruno Jail)." RECOMMENDED AS AMENDED.

9. File 101-90-27. [Government Funding] Ordinance appropriating \$39,634, Department of Public Health - Central Office, for permanent salaries-miscellaneous and; rescinding \$39,634 for permanent salaries-miscellaneous, for the creation of one position Classification 1238A - Director of Homeless Program, and deletion of one position Classification 2248 - Assistant Director of Clinical Services II). (companion to File 102-90-6) RO #90126. (Controller)

ACTION: RECOMMENDED.

10. File 102-90-6. [Public Employment] Ordinance amending Annual Salary Ordinance, 1990-91, Department of Public Health, Central Office, reflecting the addition of one position Classification A123, Director of Homeless Programs and the deletion of one position Classification 2248, Assistant Director of Clinical Services. (Civil Service Commission)

ACTION: RECOMMENDED.

11. File 101-90-28. [Government Funding] Ordinance appropriating \$993,189, Superior Court, for telephone, office machine rental, rental of property, office equipment, law books and services of other departments - building repair. (companion to File 64-90-41) RO #90102. (Controller)

ACTION: AMENDMENT OF THE WHOLE ADOPTED AND FURTHER AMENDED AS FOLLOWS: Line 11, strike "\$955,512", and substitute "\$985,512"; Line 13, strike "\$754,715" and substitute "\$784,715"; Line 18, strike "\$955,512" and substitute "\$985,512"; strike "\$955,512" and substitute "\$985,512"; Line 21, strike "\$37,677" and substitute "\$7,677"; Line 25, strike "14-1460 Rental of Property 30,000"; Line 26, strike "\$37,677" and substitute "\$7,677"; strike "\$37,677" and substitute "\$7,677". NEW TITLE: [Government Funding] ORDINANCE APPROPRIATING \$993,189, SUPERIOR COURT, FOR TELEPHONE, OFFICE MACHINE RENTAL, JANITORIAL SERVICES, RENTAL OF PROPERTY, OFFICE EQUIPMENT, LAW BOOKS AND SERVICES OF OTHER DEPARTMENTS - BUILDING REPAIR." RECOMMENDED AS AMENDED.

12. File 64-90-41. [Lease of Real Property] Resolution authorizing lease of real property at 575 Polk Street for the Superior Court. (companion to File 101-90-28) (Real Estate Department)

ACTION: RECOMMENDED.

13. File 53-90-2. [Sewage Treatment Works Construction Financing] Resolution finding and determining that the Lake Merced Transport/Storage Facilities Project will protect and preserve the environment and that the use of loan funds is the most cost-effective method of financing the project; authorizing the application for an execution of loan agreement not to exceed approximately \$40 million. (Chief Administrative Officer)

ACTION: RECOMMENDED.

14. File 146-90-82. [Grant - State Funds] Resolution authorizing the Department of Public Health, Community Public Health Services, Dental Bureau, to apply for a grant of \$157,754 from the California Department of Health Services for a tobacco education program for children at risk in community dental clinics. (Mayor)

ACTION: AMENDED AS FOLLOWS: Line 6, after "DENTAL CLINICS" insert "; PROVIDING FOR RATIFICATION OF ACTION PREVIOUSLY TAKEN"; Line 12, after "San Francisco" insert "; providing for ratification of action previously taken". NEW TITLE: "[Grant - State Funds] RESOLUTION AUTHORIZING THE DEPARTMENT OF PUBLIC HEALTH, COMMUNITY PUBLIC HEALTH SERVICES, DENTAL BUREAU, TO APPLY FOR A GRANT OF \$157,754 FROM THE CALIFORNIA DEPARTMENT OF HEALTH SERVICES FOR A TOBACCO EDUCATION PROGRAM FOR CHILDREN AT RISK IN COMMUNITY DENTAL CLINICS; PROVIDING FOR RATIFICATION OF ACTION PREVIOUSLY TAKEN." RECOMMENDED AS AMENDED.

15. File 146-90-83. [Grant - State Funds] Resolution authorizing the Department of Public Health, Central Administration, to apply for a grant of \$197,900 from the State Department of Health Services for materials and resources identifying health service available to lawful temporary residents of San Francisco. (Mayor)

ACTION: AMENDED AS FOLLOWS: Line 4, after "SAN FRANCISCO" insert "; PROVIDING FOR RATIFICATION OF ACTION PREVIOUSLY TAKEN"; Line 10, after "San Francisco" insert "; providing for ratification of action previously taken". NEW TITLE: "[Grant - State Funds] RESOLUTION AUTHORIZING THE DEPARTMENT OF PUBLIC HEALTH, CENTRAL ADMINISTRATION, TO APPLY FOR A GRANT OF \$197,900 FROM THE STATE DEPARTMENT OF HEALTH SERVICES FOR MATERIALS AND RESOURCES IDENTIFYING HEALTH SERVICE AVAILABLE TO LAWFUL TEMPORARY RESIDENTS OF SAN FRANCISCO; PROVIDING FOR RATIFICATION OF ACTION PREVIOUSLY TAKEN."
RECOMMENDED AS AMENDED.

16. File 146-90-84. [Grant - Federal Funds] Resolution authorizing the Department of Public Health, Bureau of Health Promotion and Education, to apply for a grant of \$5,200 from the Centers for Disease Control for Conference Support Grant Program funded by the grant. (Mayor)

ACTION: AMENDED AS FOLLOWS: Line 5, after "FUNDED BY THE GRANT" insert "; PROVIDING FOR RATIFICATION OF ACTION PREVIOUSLY TAKEN"; Line 10, after "San Francisco" insert "; providing for ratification of action previously taken". NEW TITLE: "[Grant - Federal Funds] RESOLUTION AUTHORIZING THE DEPARTMENT OF PUBLIC HEALTH, BUREAU OF HEALTH PROMOTION AND EDUCATION, TO APPLY FOR A GRANT OF \$52,000 FROM THE CENTERS FOR DISEASE CONTROL FOR CONFERENCE SUPPORT GRANT PROGRAM FUNDED BY THE GRANT; PROVIDING FOR RATIFICATION OF ACTION PREVIOUSLY TAKEN."
RECOMMENDED AS AMENDED.

17. File 198-90-3. [Fees Increases] Resolution increasing filing fees in Civil cases in the Superior Court provided in Government Code Sections 26820.4, 26820.8, 26826, 26827, 26840.3, 26840.4, 26863, 68090 and 68090.7. (Superior Court)

ACTION: RECOMMENDED.

18. File 198-90-4. [Fees Increases] Resolution increasing filing fees in Civil cases in the Municipal Court provided in Government Code Sections 72055 and 72056 as provided by Government Code Sections 26863, 68090 and 76381.5(d). (Municipal Court)

ACTION: RECOMMENDED.

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ACTIONS TAKEN
CALENDAR
MEETING OF
FINANCE COMMITTEE
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

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WEDNESDAY, NOVEMBER 28, 1990 - 2:00 P.M. ROOM 228, CITY HALL

MEMBERS: SUPERVISORS WALKER, MAHER, HALLINAN

ABSENT: SUPERVISOR MAHER

CLERK: PATRICIA J. ENG

NOTE: Copies of the Budget Analyst's Report will be available for review on the counter in the Office of the Clerk of the Board, Room 235, City Hall, 10:00 a.m. the date of the meeting.

CONSENT CALENDAR

1. All matters listed hereunder constitute a Consent Calendar, are considered to be routine by the Finance Committee, and will be acted upon by a single roll-call vote of the committee. There will be no separate discussion of these items unless a member of the committee or a member of the public so requests, in which event the matter shall be removed from the Consent Calendar and considered as a separate item:
 - a) File 28-90-20. [Emergency Work] Resolution authorizing the Director of the Department of Public Works to take necessary measures to protect the health, welfare and property of the citizens of San Francisco by performing the necessary work to restore the integrity of the sewer and easements at Mount Vernon and Mission Streets. (Department of Public Works)
 - b) File 31-90-9. [Employee Replacement] Resolution approving immediate filling of vacated position of Classification 1168 - Director of Health, Department of Public Health. (Department of Public Health)
 - c) File 38-90-16. [Acceptance of a Gift] Resolution accepting gift of one reinforced culvert at Sharp Park Golf Course, valued at \$5,600, from Satterfield & Company, for use by the Recreation and Park Department. (Recreation and Park Department)
 - d) File 38-90-17. [Acceptance of a Gift] Resolution authorizing acceptance by the San Francisco Fire Department of a hydraulic boat crane valued at \$8,500 from the Soroptimist International of San Francisco for placement on the Fireboat "Phoenix". (Fire Department)

- e) File 148-90-4. [Grant - Federal Funds] Resolution authorizing the Director of Public Works to apply for, accept and expend Federal funds in the amount of \$1,490,000 for the pavement renovation of various streets as listed in this resolution. (Department of Public Works)
- f) File 100-90-1.4. Requesting release of reserved funds, Purchasing Department, in the amount of \$311,376 for the Automated Procurement System Project. (Purchasing Department)
- g) File 144-90-3. [Grant - State Funds] Resolution authorizing the Executive Director of the Port to apply for, accept and expend \$2 million from the California Department of Commerce Office of Local Development to repair earthquake damages and make required code improvements on Pier 45 consistent with the development of the Fisherman's Wharf Seafood Center Project. (Port)
- h) File 146-90-85. [Grant - State Funds] Resolution authorizing the Department of Public Health, Community Substance Abuse Services, to apply for a grant up to the amount of \$6,721,444 from the State of California, Department of Alcohol and Drug Programs to reduce client waiting period for substance abuse treatment services. (Mayor)
- i) File 100-90-1.6. Requesting release of reserved funds, Mayor's Office, personnel budget, in the amount of \$251,233. (Supervisor Walker on behalf of the Mayor)
- j) File 146-90-88. [Grant - Federal] Resolution authorizing the San Francisco Department of Public Health, AIDS Office, to apply for a grant not to exceed \$7,000,000 from the Health Resources and Services Administration to fund the Comprehensive AIDS Resources Emergency (CARE) Disaster Relief Grant Program. (Supervisor Walker)

ACTION: ITEMS 1c, 1f, 1h, and 1i SEVERED. REMAINDER OF CONSENT CALENDAR RECOMMENDED.

ITEM 1c, File 38-90-16. AMENDED AS FOLLOWS: Line 2, after "ACCEPTING" delete "ONE GIFT" and substitute "A GIFT OF FOUR CONCRETE PIPE SECTIONS"; Line 7, after "Satterfield & Company," delete "one (1) reinforced culvert" and substitute "four (4) sections of concrete pipe to be used to construct three (3) reinforced culverts". NEW TITLE: "[Acceptance of a Gift] RESOLUTION ACCEPTING A GIFT OF FOUR CONCRETE PIPE SECTIONS AT SHARP PARK GOLF COURSE, VALUED AT \$5,600, FROM SATTERFIELD & COMPANY, FOR USE BY THE RECREATION AND PARK DEPARTMENT." RECOMMENDED AS AMENDED.

ITEM 1f, File 100-90-1.4. RELEASE OF \$311,376 RECOMMENDED. FILED.

ITEM 1h, File 146-90-85. AMENDED AS FOLLOWS: Line 5, after "TREATMENT SERVICES" insert "; PROVIDING FOR RATIFICATION OF ACTION PREVIOUSLY TAKEN"; Line 10, after "treatment services" insert "; providing for ratification of action previously taken". NEW TITLE: "[Grant - State Funds] RESOLUTION AUTHORIZING THE DEPARTMENT OF PUBLIC HEALTH, COMMUNITY SUBSTANCE ABUSE SERVICES, TO APPLY FOR A GRANT UP TO THE AMOUNT OF \$6,721,444 FROM THE STATE OF CALIFORNIA, DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS TO REDUCE CLIENT WAITING PERIOD FOR SUBSTANCE ABUSE TREATMENT SERVICES; PROVIDING FOR RATIFICATION OF ACTION PREVIOUSLY TAKEN." RECOMMENDED AS AMENDED.

ITEM 1i, File 100-90-1.6. RELEASE OF \$251,233 RECOMMENDED. FILED.

REGULAR CALENDAR

2. File 79-90-4. [Federal Funding - Community Development] Resolution approving the 1991 Community Development Program and Housing Assistance Plan; authorizing the Mayor on behalf of the City and County of San Francisco, to apply for, receive and expend the City's 1991 Community Development Block Grant (CDBG) Entitlement from the U.S. Department of Housing and Urban Development, transfer and expend reprogrammed funds from prior year Community Development Programs up to \$17,835,485, approving expenditure schedules for recipient departments and agencies and for indirect costs and determining no environmental evaluation is required; authorizing the receipt and deposit in contingencies of 1991 CDBG Entitlement funds in excess of \$17,835,485. (Mayor)

ACTION: 1991 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM, FINAL PROPOSAL, DATED 11/7/90 AMENDED. (See File for detail.) RESOLUTION AMENDED (See File for detail.)
 NEW TITLE: "[Federal Funding - Community Development] RESOLUTION APPROVING THE 1991 COMMUNITY DEVELOPMENT PROGRAM AND HOUSING ASSISTANCE PLAN. AUTHORIZING THE MAYOR, ON BEHALF OF THE CITY AND COUNTY OF SAN FRANCISCO, TO APPLY FOR, RECEIVE, AND EXPEND THE CITY'S 1991 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ENTITLEMENT FROM THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT, TRANSFER AND EXPEND REPROGRAMMED FUNDS FROM PRIOR YEAR COMMUNITY DEVELOPMENT PROGRAMS UP TO \$18,071,076. APPROVING EXPENDITURE SCHEDULES FOR RECIPIENT DEPARTMENTS AND AGENCIES AND FOR INDIRECT COSTS, AND, DETERMINING NO ENVIRONMENTAL EVALUATION IS REQUIRED, AUTHORIZING THE RECEIPT AND DEPOSIT IN CONTINGENCIES OF 1991 CDBG ENTITLEMENT FUNDS IN EXCESS OF \$18,071,076; AND PLACING \$610,591 ON RESERVE." RECOMMENDED AS AMENDED.

3. File 65-90-7. [Disposition and Development Agreement] Resolution authorizing and approving execution of a disposition and development agreement for Blocks 5731, 5732, 5733, 5733-A (Lot 1) and 5734 (Lot 1) commonly known as the Farmers' Market. (Supervisor Walker on behalf of the Mayor)

(Continued from 10/31/90.)

ACTION: AMENDMENT OF THE WHOLE BEARING SAME TITLE PRESENTED. CONTINUED TO CALL OF THE CHAIR WITH PENDING AMENDMENT OF THE WHOLE.

4. File 107-90-5. To consider quarterly report on the Fraud Early Detection Program dated October 12, 1990. (Supervisor Walker)

(Continued from 11/7/90.)

ACTION: HEARING HELD. CONTINUED TO CALL OF THE CHAIR.

5. File 68-90-20. [Grant - Federal Funds] Resolution authorizing the Mayor's Office of Business and Economic Development to expend a grant from the Federal Economic Development Administration of \$50,000 for a program to retain employment in San Francisco threatened by severe economic dislocation as a result of the earthquake. (Supervisor Hallinan on behalf of the Mayor)

(Continued from 11/14/90.)

ACTION: RECOMMENDED.

6. File 97-90-56. [Grant Applications] Ordinance amending Part I, Chapter 10 of the San Francisco Administrative Code by amending Sections 10.170, 10.170-2 and 10.170-4 thereof, to exclude the requirement, with some exceptions, that the Board of Supervisors be required to approve applications for grants by City officers, employees, boards or commissions. (Supervisor Walker)

(Continued from 11/14/90.)

ACTION: AMENDMENT OF THE WHOLE ADOPTED. NEW TITLE: "[Grant Applications] ORDINANCE AMENDING PART I, CHAPTER 10 OF THE SAN FRANCISCO ADMINISTRATIVE CODE BY AMENDING SECTIONS 10.170, 10.170-2 AND 10.170-4 THEREOF, TO AMEND THE PROCEDURES USED BY THE BOARD OF SUPERVISORS IN CONSIDERING AND APPROVING APPLICATIONS FOR GRANTS BY CITY OFFICERS, EMPLOYEES, BOARDS OR COMMISSIONS." CONTINUED TO 12/5/90.

7. File 97-90-58. [Hold Harmless Agreement] Ordinance amending Administrative Code by adding Section 1.39 thereto, authorizing the Health Commission to execute a hold harmless agreement with the State Department Health Services for the Medically Indigent Care Reporting System to incorporate an indemnification against claims from infringement clause. (Department of Public Health)

ACTION: RECOMMENDED.

8. File 101-90-25. [Government Funding] Ordinance appropriating \$24,000, Sheriff Department, for other equipment rental (Mobile Boiler - San Bruno Jail). RO #90101 (Controller)

ACTION: AMENDED AS FOLLOWS: Line 2, strike "\$24,000" and substitute "\$23,600"; Line 10, strike "\$24,000" and substitute "\$23,600"; Line 12, strike "\$24,000" and substitute "\$23,600". NEW TITLE: "[Government Funding] ORDINANCE APPROPRIATING \$23,600, SHERIFF DEPARTMENT, FOR OTHER EQUIPMENT RENTAL (Mobile Boiler - San Bruno Jail)." RECOMMENDED AS AMENDED.

9. File 101-90-27. [Government Funding] Ordinance appropriating \$39,634, Department of Public Health - Central Office, for permanent salaries-miscellaneous and; rescinding \$39,634 from permanent salaries-miscellaneous, for the creation of one position Classification 1238A - Director of Homeless Program, and deletion of one position Classification 2248 - Assistant Director of Clinical Services II). (companion to File 102-90-6) RO #90126. (Controller)

ACTION: RECOMMENDED.

10. File 102-90-6. [Public Employment] Ordinance amending Annual Salary Ordinance, 1990-91, Department of Public Health, Central Office, reflecting the addition of one position Classification A123, Director of Homeless Programs and the deletion of one position Classification 2248, Assistant Director of Clinical Services. (Civil Service Commission)

ACTION: RECOMMENDED.

11. File 101-90-28. [Government Funding] Ordinance appropriating \$993,189, Superior Court, for telephone, office machine rental, rental of property, office equipment, law books and services of other departments - building repair. (companion to File 64-90-41) RO #90102. (Controller)

ACTION: AMENDMENT OF THE WHOLE ADOPTED AND FURTHER AMENDED AS FOLLOWS: Line 11, strike "\$955,512", and substitute "\$985,512"; Line 13, strike "\$754,715" and substitute "\$784,715"; Line 18, strike "\$955,512" and substitute "\$985,512"; strike "\$955,512" and substitute "\$985,512"; Line 21, strike "\$37,677" and substitute "\$7,677"; Line 25, strike "14-1460 Rental of Property 30,000"; Line 26, strike "\$37,677" and substitute "\$7,677"; strike "\$37,677" and substitute "\$7,677". NEW TITLE: [Government Funding] ORDINANCE APPROPRIATING \$993,189, SUPERIOR COURT, FOR TELEPHONE, OFFICE MACHINE RENTAL, JANITORIAL SERVICES, RENTAL OF PROPERTY, OFFICE EQUIPMENT, LAW BOOKS AND SERVICES OF OTHER DEPARTMENTS - BUILDING REPAIR." RECOMMENDED AS AMENDED.

12. File 64-90-41. [Lease of Real Property] Resolution authorizing lease of real property at 575 Polk Street for the Superior Court. (companion to File 101-90-28) (Real Estate Department)

ACTION: RECOMMENDED.

13. File 53-90-2. [Sewage Treatment Works Construction Financing] Resolution finding and determining that the Lake Merced Transport/Storage Facilities Project will protect and preserve the environment and that the use of loan funds is the most cost-effective method of financing the project; authorizing the application for an execution of loan agreement not to exceed approximately \$40 million. (Chief Administrative Officer)

ACTION: RECOMMENDED.

14. File 146-90-82. [Grant - State Funds] Resolution authorizing the Department of Public Health, Community Public Health Services, Dental Bureau, to apply for a grant of \$157,754 from the California Department of Health Services for a tobacco education program for children at risk in community dental clinics. (Mayor)

ACTION: AMENDED AS FOLLOWS: Line 6, after "DENTAL CLINICS" insert "; PROVIDING FOR RATIFICATION OF ACTION PREVIOUSLY TAKEN"; Line 12, after "San Francisco" insert "; providing for ratification of action previously taken". NEW TITLE: "[Grant - State Funds] RESOLUTION AUTHORIZING THE DEPARTMENT OF PUBLIC HEALTH, COMMUNITY PUBLIC HEALTH SERVICES, DENTAL BUREAU, TO APPLY FOR A GRANT OF \$157,754 FROM THE CALIFORNIA DEPARTMENT OF HEALTH SERVICES FOR A TOBACCO EDUCATION PROGRAM FOR CHILDREN AT RISK IN COMMUNITY DENTAL CLINICS; PROVIDING FOR RATIFICATION OF ACTION PREVIOUSLY TAKEN." RECOMMENDED AS AMENDED.

15. File 146-90-83. [Grant - State Funds] Resolution authorizing the Department of Public Health, Central Administration, to apply for a grant of \$197,900 from the State Department of Health Services for materials and resources identifying health service available to lawful temporary residents of San Francisco. (Mayor)

ACTION: AMENDED AS FOLLOWS: Line 4, after "SAN FRANCISCO" insert "; PROVIDING FOR RATIFICATION OF ACTION PREVIOUSLY TAKEN"; Line 10, after "San Francisco" insert "; providing for ratification of action previously taken". NEW TITLE: "[Grant - State Funds] RESOLUTION AUTHORIZING THE DEPARTMENT OF PUBLIC HEALTH, CENTRAL ADMINISTRATION, TO APPLY FOR A GRANT OF \$197,900 FROM THE STATE DEPARTMENT OF HEALTH SERVICES FOR MATERIALS AND RESOURCES IDENTIFYING HEALTH SERVICE AVAILABLE TO LAWFUL TEMPORARY RESIDENTS OF SAN FRANCISCO; PROVIDING FOR RATIFICATION OF ACTION PREVIOUSLY TAKEN."
RECOMMENDED AS AMENDED.

16. File 146-90-84. [Grant - Federal Funds] Resolution authorizing the Department of Public Health, Bureau of Health Promotion and Education, to apply for a grant of \$5,200 from the Centers for Disease Control for Conference Support Grant Program funded by the grant. (Mayor)

ACTION: AMENDED AS FOLLOWS: Line 5, after "FUNDED BY THE GRANT" insert "; PROVIDING FOR RATIFICATION OF ACTION PREVIOUSLY TAKEN"; Line 10, after "San Francisco" insert "; providing for ratification of action previously taken". NEW TITLE: "[Grant - Federal Funds] RESOLUTION AUTHORIZING THE DEPARTMENT OF PUBLIC HEALTH, BUREAU OF HEALTH PROMOTION AND EDUCATION, TO APPLY FOR A GRANT OF \$52,000 FROM THE CENTERS FOR DISEASE CONTROL FOR CONFERENCE SUPPORT GRANT PROGRAM FUNDED BY THE GRANT; PROVIDING FOR RATIFICATION OF ACTION PREVIOUSLY TAKEN."
RECOMMENDED AS AMENDED.

17. File 198-90-3. [Fees Increases] Resolution increasing filing fees in Civil cases in the Superior Court provided in Government Code Sections 26820.4, 26820.8, 26826, 26827, 26840.3, 26840.4, 26863, 68090 and 68090.7. (Superior Court)

ACTION: RECOMMENDED.

18. File 198-90-4. [Fees Increases] Resolution increasing filing fees in Civil cases in the Municipal Court provided in Government Code Sections 72055 and 72056 as provided by Government Code Sections 26863, 68090 and 76381.5(d). (Municipal Court)

ACTION: RECOMMENDED.

CITY AND COUNTY



OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415)554-7642

November 28, 1990

DOCUMENTS DEPT.

TO: Finance Committee

FROM: Budget Analyst - recommendation to Finance Committee

SUBJECT: November 28, 1990 Finance Committee Meeting

Item 1a - File 28-90-20

Department: Department of Public Works (DPW)
Clean Water Program (CWP)

Item: Resolution authorizing emergency repair work on a damaged sewer located at Mount Vernon and Mission Streets.

Amount: \$61,890

Source of Funds: Clean Water Program, Sewer Repair and Replacement Fund

Description: DPW has determined that the existing sewer in the backyard easements at Mount Vernon and Mission Streets is on the verge of collapse and constitutes a hazard to the public health and welfare.

In accordance with Section 6.30 of the Administrative Code, CWP initiated an expedited contracting procedure for the necessary construction work on the damaged sewer. CWP contracted with Overmiller, Inc., dba Roto-Rooter Sewer Service, to perform the necessary repairs and replacement of sewer lines. According to Mr. P.T. Law of the CWP, Overmiller Inc. has specialized expertise in the repair work required, which is made more difficult by the sewer lines being located under existing buildings. Project costs are summarized as follows:

Memo to Finance Committee
November 28, 1990

CWP Design Engineering	\$ 14,000
DPW Bureau of Engineering	8,000
DPW Bureau of Traffic Engineering	1,700
Construction (Overmiller, Inc.)	61,890
Contingency (10%)	<u>6,189</u>
Total	\$91,779

Comment:

1. Mr. Law reports that construction on the project began November 5, 1990, and that the contract requires the work to be completed by December 5, 1990. However, Mr. Law reports that he expects the work to actually be completed shortly.
2. Mr. Law reports that the hazardous condition was first discovered in February of 1990 and that the Bureau of Street and Sewer Repair worked on the problem until July of 1990, when the Bureau of Street and Sewer Repair (BSSR) notified the CWP that the BSSR would not be able to complete the required repairs.
3. Mr. Law further reports that the CWP began design work for repair of the damaged sewer in July of 1990 and that an emergency condition was declared on October 17, 1990, when the CWP was ready to contract for the construction work and the affected property owners were amenable to having the sewer line work performed on their properties.

Recommendation: Approve the proposed resolution.

Item 1b - File 31-90-9

Department: Department of Public Health (DPH)

Item: Resolution to approve the immediate filling of a vacant position.

Position: 1168 Director of Health, DPH

Resignation Date: October 1, 1990

Normal Refill Date: November 2, 1990

Proposed Refill Date: Retroactive to October 1, 1990

Funding Needed: \$1,575

Proposed Funding Source: Surplus from Permanent Salaries

Description: Section 10 of the Annual Appropriation Ordinance permits the immediate filling of a position left vacant due to retirement of an incumbent when a lump sum payment is made for accumulated leave. The immediate filling of a vacant position requires a request by the department's appointing office, the approval of the department head, Civil Service Commission and the Mayor and approval by resolution of the Board of Supervisors.

Comments:

1. The Director of Health, DPH, resigned effective October 1, 1990 and was paid for approximately 23.5 days of accumulated vacation which prevented refilling this position before November 2, 1990 unless this resolution is approved.
2. Ms. Florence Stroud, Deputy Director, Community Health Program is currently serving as Acting Director of Health. Approval of the proposed resolution would provide the necessary funds to compensate Ms. Stroud in the amount of \$1,575 which is the pay differential for her service as Acting Director of Health for the period October 1, 1990 through November 1, 1990. The \$1,575 represents the salary differential between Ms. Stroud's salary as Deputy Director, Community Health Program and the salary of the Director of Health, DPH.

Recommendation: Approval of an immediate filling on a retroactive basis is a policy matter for the Board of Supervisors.

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Item 1c - File 38-90-16

Department: Recreation and Park

Item: Resolution accepting a gift for use by the Recreation and Park Department

Amount: \$5,600

Source of Gift: Satterfield and Company

Description: Satterfield and Company, a grading and paving contractor, has donated four sections (three 12 foot lengths and one 4 foot length, totalling 40 feet) of three foot diameter concrete pipe for use in building three reinforced culverts at the Sharp Park Golf Course. According to Mr. Bob Killian of the Recreation and Park Department, the culverts will facilitate storm drainage. This proposed resolution would accept the gift of the concrete pipes, valued at \$5,600, from Satterfield and Company.

Comments:

1. Mr. Killian advises that the Recreation and Park Department would construct the three reinforced culverts in-house with current budgeted funds. Construction of the reinforced culverts would result in no additional maintenance costs to the City.
2. Mr. Killian further advises that Satterfield and Company would donate the four sections of concrete pipe which would be used to construct three reinforced culverts, not that Satterfield and Company would donate one culvert as specified in the proposed resolution. The resolution should, therefore, be amended to reflect the donation of four concrete pipe sections.

Recommendation: Amend the proposed resolution to reflect a gift of four concrete pipe sections instead of one culvert.

Approve the proposed resolution as amended.

Item 1d - File 38-90-17

1. The proposed resolution would authorize the Fire Department to accept a hydraulic boat crane valued at \$8,500 as a gift from the Soroptimist International of San Francisco. The Soroptimist International is an association of professional and executive businesswomen, devoted primarily to welfare work.

2. The Fire Commission approved acceptance of the proposed gift at its meeting of October 23, 1990. The Fire Department has indicated that the hydraulic boat crane would be used for launching the skiff (small boat), lifting heavy equipment, and for rescue operations. The hydraulically operated crane would replace a manually operated crane which has been used for those operations.

3. Captain Shore of the Fire Department states that the crane would be secured to the fireboat Phoenix by the fireboat's engineers and that there should be no additional maintenance or other costs to the City from operation of the hydraulic crane.

Recommendation

Approve the proposed resolution.

Item 1e - File 148-90-4

Department: Department of Public Works (DPW)

Item: Resolution authorizing the Director of Public Works to apply for, accept, and expend Federal funds for the pavement renovation of various streets as listed in this resolution.

Amount: \$1,490,000

Source of Grant: Federal Funds, Federal Aid Urban (FAU) Program

Term: Fiscal Year 1990-91

Local Match: \$468,000

Description: In January of 1989, the Board of Supervisors adopted Resolution No. 13-89, which approved the City's 1989 five year FAU System Program. The Federal government has allocated FAU funds for FY 1990-91 for use in carrying out the City's Combined Road Plan, previously known as the FAU System Program.

FAU funds are used for a variety of street and transit projects including installation of traffic signals, repaving of roadways, and reconstruction of Municipal Railway projects.

The Department of Public Works proposes to apply for, accept, and expend Federal Aid Urban Program funds for the repair and renovation of the various streets and other projects listed below. The grant funds would be used as follows:

	<u>FAU Grant Funding</u>	<u>Local Match</u>	<u>Total Funding</u>
Wheelchair ramp construction*	\$100,000	\$28,000	\$128,000
Road pavement renovations:			
Army Street (Potrero to San Jose Streets)	722,000	228,000	950,000
Lake Street (Arguello to 14th Streets) and Presidio Street (Pacific to Geary Blvd.)	<u>668,000</u>	<u>212,000</u>	<u>880,000</u>
Total	\$1,490,000	\$468,000	\$1,958,000

*DPW plans to use these funds to install wheel chair ramps at 100 locations along streets specified on the attached list.

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Comments:

1. DPW reports that local matching funds for the above projects would come from State Gas Tax revenues and sales tax revenues allocated in the Department's budget for 1990-91.

2. Mr. Joe Ovadia of DPW reports that DPW is in the process of completing the design work for the projects. Once the project design work is completed, the Department will submit its application to the Federal government for the FAU grant funds. DPW expects to submit the application in January of 1991. DPW requests approval of this resolution in order to expedite the FAU grant application once the design work is completed.

Recommendation: Approve the proposed resolution.

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FAU STREETS LACKING
THRU SIDEWALK ACCESS
FOR THE DISABLED *

<u>FAU #</u>	<u>STREET</u>	<u>LIMITS</u>
D 037	1) Valencia	15th to Army
D 118	2) Fulton	Franklin to Stanyan
D 141	3) 16th Street	Guerrero to Potrero
D 036	4) 24th Street	Guerrero to Potrero
D 010	5) Mission Street	Geneva to County Line
D 169	6) Marina Blvd.	Fillmore to Lyon
D 048	7) Holloway	Beverly to Harold
D 075	8) Naples	Geneva to Silver

* Streets are listed in order of priority.

Item 1f - File 100-90-1.4

Department: Purchasing Department

Proposed Action: Release of reserved funds previously approved for the Automated Procurement System Project. The funds for the Automated Procurement System Project were reserved pending Electronic Information Processing Steering Committee (EIPSC) approval of proposed Sub-phases IIIC and IIID of the Project.

Amount: \$88,800 Electronic Data Processing Services
 \$222,576 Controller-Data Processing
 \$311,376

Source of Funds: FY 1990-91 Purchasing Department Budget - General Fund

Description: 1. In July, 1986, the Purchasing Department began the process of developing a City-wide automated procurement system. The project was divided into the following three major phases:

Phase I - Analyze and develop a strategic approach.
 Completed in May, 1987 at a total cost of
 \$97,000.

Phase II - Define requirements, evaluate software and
 test software. Completed in November, 1989
 at a total cost of \$269,248.

Phase III - Enhance and modify selected software and
 implement software as necessary. Current
 projected completion date is October, 1991, at
 an estimated cost of \$1,015,777.

2. During Phase II, Purchasing evaluated numerous software packages and identified the Missouri Automated Procurement System (MAPS) as an appropriate system for San Francisco's needs rather than investing in customized software development. Purchasing decided to focus evaluation efforts on MAPS because it meets key functional requirements and is a public domain system and, therefore, available to the City without paying commercial licensing fees. Purchasing staff proceeded to evaluate MAPS and define the modifications and enhancements needed to tailor the system to the Purchaser's requirements and the City's technical environment.

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3. Phase III was divided into four Sub-phases based on implementation of the functions of an automated purchasing system. Sub-phases IIIA and B were funded in the Purchasing Department's FY 1989-90 Budget. Sub-phases C and D, which are the subjects of this request, would continue the implementation of the functions of an automated purchasing system. The functions, target and actual/revised completion dates, and original and actual/ revised costs, are as follows:

Sub-phase	Functions to be Completed	Original Target Compl. Date	Actual/ Revised Compl. Date	Previous Cost Estimate	Actual/ Revised Cost Estimate
A	Basic vendor identification database. Vendor-commodity cross reference database. Commodity-buyer cross reference. Central Commodity identification file interfaces to Controller's accounting system and to Human Rights Commission.	April, 1990	October, 1990	\$298,755	\$373,402
B	Mechanisms for supporting term contract, requisition and purchase order processes, bidder lists, bid specifications and encumbrance transactions.	September, 1990	March, 1991	279,925	327,325
C	Receiving and bid analysis	December, 1990	June, 1991	122,955	163,940
D	User department update capability.	June, 1991	October, 1991	151,110	151,110
Estimated Total Phase III Cost				<u>\$852,745</u>	<u>\$1,015,777</u>

4. As approved in the FY 1990-91 budget, the reserved funds were allocated as the funding necessary to complete Sub-phases IIIC and IIID of the Purchaser's Automated Procurement System project. The functions to be completed in Sub-phases IIIC and IIID are shown above. However, as reported by Mr. Ara Minasian of the Purchasing Department, funding provided by this requested release of reserved funds would be used to complete Sub-phases IIIB and IIIC instead of Sub-phases IIIC and IIID, and would also fund enhancements to and general maintenance of the

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Interim Document Tracking System. As reported by the Department, the funding profile for the requested release of reserved funds would be as follows:

Automated Procurement System

Sub-phase IIIB	\$122,047
Sub-phase IIIC	<u>163,940</u>
Sub-total - Automated Procurement System	\$285,987

Interim Document Tracking System

System Enhancements	<u>25,389</u>
Total - proposed release of reserve	\$311,376

Comments:

1. The Department reports that funding in the amount of \$122,047 is required to complete Sub-phase IIIB for the following reasons:

a. Sub-phase A, which has been completed, cost \$74,647 (\$373,402 - \$298,755) more than originally estimated and funding in that amount was taken from funds previously allocated for Sub-phase IIIB.

b. The functions to be completed in Sub-phase IIIB, have taken longer (Completion by February, 1991, versus September, 1990) and are projected to cost approximately \$47,400 more (\$327,325 - \$279,925) than previously estimated, according to the Department.

c. The combination of the above two conditions has resulted in the \$122,047 (\$74,647 plus \$47,400) shortfall of funds required to complete Sub-phase IIIB.

2. The Department further reports that although not reflected in the Department's FY 1990-91 Budget, \$42,611 of the \$222,576 requested for "Controller-Data Processing" services was intended for enhancements to the Interim Document Tracking System, as shown in the Controller's Information Services Division (ISD) request form (see Attachment). Also as shown in the Attachment, the \$42,611 plus the \$179,965 for the Automated Procurement System equals the \$222,576 amount designated for "Controller-Data Processing" services in the Department's FY 1990-91 Budget, as shown in the "Amount" section of this report.

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3. According to Mr. Minasian, the Department would use the \$25,389 now requested for the Interim Document Tracking System for the following purposes:

- a. General Maintenance: debugging, changes in reports, special reports.
- b. System Enhancements: implement capability to meet new MBE/WBE requirements and capability to interface with the Human Rights Commission.

4. Mr. Minasian has advised the Budget Analyst that the Purchasing Department intends to implement only the highest priority enhancements to the Interim Document Tracking System and does not intend to request a supplemental appropriation to fund the shortfall of \$17,222 (\$42,611-\$25,389) originally planned for enhancements to the Interim Document Tracking System.

5. In addition to the revised cost estimate for Sub-phase IIIB, the Department currently estimates that Sub-phase IIIC costs will exceed the previous estimate by \$40,985 (\$163,940 - \$122,955).

6. The proposed release of reserve would provide the funding of Sub-phase B as follows:

<u>EDP Services - EIPSC</u>	
Two Systems Analyst Consultants -	
Total of 496 hours @ \$50 per hour	\$24,800
<u>Controller - Data Processing</u>	<u>97,247</u>
Subtotal - Released funds for	
Sub-phase IIIB	\$122,047

The proposed release of reserve would provide the funding of Sub-phase IIIC as follows:

<u>EDP Services - EIPSC</u>	
Two Systems Analyst Consultants -	
Total of 1280 hours @ \$50 per hour	\$64,000
<u>Controller - Data Processing</u>	<u>99,940</u>
Subtotal - Released funds for Sub-phase C	\$163,940

Total - Proposed release of reserve for the Automated Procurement Project System	\$285,987
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7. The Department reports that the two contractors that have performed previously on the Automated Procurement System would be continued on the proposed work. The contractors, Mardane Associates and Bedford Incorporated, are MBE and WBE firms, respectively.

Recommendation: Release reserved funds in the amount of \$311,376 as requested to be distributed as follows:

Sub-phase IIIB costs	\$122,047
Sub-phase IIIC costs	163,940
Interim Document Tracking System	<u>25,389</u>
Total	\$311,376

Final 8/1/90

1990-91 Budget Request

Summary by Departmental Index Codes

Department: PURCHASING

Index Code*	Title	Budgeted Amount	
		FY 1989-90	FY 1990-91
540443	Automated Procurement System	150,000	179,965
540443	Interim Document Tracking System	41,639	42,611
542001	Fleet Management System	48,705	43,000
Total Departmental Budget Request		\$ 191,639	\$ 265,576

* List each Departmental Index Code Having a Budget for ISD Services (Object 340)

Item 1g - File 144-90-3

Department: Port of San Francisco

Item: Resolution to apply for, accept and expend a State grant.

Grant Amount: \$2,000,000

Source of Grant: California Department of Commerce - Unitary Tax Fund

Grant Project: Pier 45 / Fisherman's Wharf Seafood Center Project

Project Description: Damage caused to Pier 45 by the October 17, 1989, earthquake resulted in the relocation from Pier 45 of the commercial fishing industry firms to temporary locations at Piers 28 and 33. The Port Commission has adopted the policy of relocating the fishing operations back to Pier 45 as soon as possible and therefore is committed to repairing and modernizing the space at Pier 45 so that the fishing operations can move back to that location.

The Port estimates that the cost of the work to be done at Pier 45 would total \$19.6 million. Approximately \$11.3 million of this total is earthquake-related, \$7.9 million of which is directly applicable to the commercial fishing industry (commercial fishing portion). The proposed grant application would provide partial funding for the \$7.9 million fishing industry portion. Work that would be accomplished under the fishing industry portion is as follows: repair Shed B, which was used for fish processing and distribution; repair Shed D, which was used for fish processing and distribution, fisherman's gear storage, ice manufacture and bait packaging; brace the pile-supported pier deck and make repairs to Shed A, which was used for fishing industry parking. Specific work would include repairs to the sewage, fire, electrical, and water supply systems, and repairing the foundations for each shed. (Attachment 1 is a map of Pier 45).

The Port has been negotiating with the Federal Emergency Management Agency (FEMA) and the State Office of Emergency Services (OES) to obtain funding for the repair work at Pier 45. Of the \$7.9 million required for the commercial fishing portion, FEMA/OES have identified \$1.5 million in repair work that they will fund, and the Port is continuing negotiations with FEMA/OES for an additional \$1.9 million for the cost of the repairs. FEMA/OES will only reimburse costs directly incurred as a result of the October, 1989, earthquake. In addition, the Port has received \$2.0

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million in Title IX Economic Development Administration (EDA) grant funds from the Federal government.

The proposed \$2.0 million grant from the State Department of Commerce - Unitary Tax Fund plus a \$500,000 Port local matching contribution from Port revenues would complete the funding for the commercial fishing portion. The potential and actual funding sources for the commercial fishing portion are summarized as follows:

<u>Commercial Fishing Portion</u>	
<u>Funding Sources</u>	<u>Amount</u>
FEMA/OES approved	\$1,500,000
Potential FEMA/OES funds	1,900,000
State Unitary Tax funds (subject of this request)	2,000,000
EDA Grant	2,000,000
Port Matching Contribution (subject of a future supplemental appropriation request)	<u>500,000</u>
Total Commercial Fishing Portion Costs	\$7,900,000

EDA funding is available through a Title IX program which provides grants in declared disaster areas to facilitate the reestablishment of business and employment. The Pier 45 restoration project meets eligibility requirements under this program. According to the Department, funding from the EDA grant has been confirmed.

Grant Budget: A budget has been provided by the Port (See Attachment 2).

Local Match: \$500,000 (25%) in Port revenues

Comments: 1. The proposed Unitary Tax fund grant for this project was authorized by the Governor in the State's FY 1990/91 Budget Act and matches the \$2.0 million grant awarded by the U. S. Department of Commerce - EDA. The Board of Supervisors approved the expenditure of that \$2.0 million in August of 1990 (File 144-90-2).

2. The Port has proposed to fund the \$500,000 balance of the unfunded earthquake repairs at Pier 45 from the Port's operating surplus. The \$500,000 represents the minimum contribution required of the Port. As stated above, the Port is currently negotiating with FEMA/OES for an additional \$1.9 million for the cost of further repairs for the commercial fishing portion. Ms Veronica Sanchez of the Port has advised that if the Pier 45 project does not qualify for the additional \$1.9 million in FEMA/OES funding, the Port would have to fund the balance of the construction costs in order to complete the commercial fishing portion. The \$1.9

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million would come from the Port's operating surplus. The Port currently has an operating surplus of approximately \$20 million.

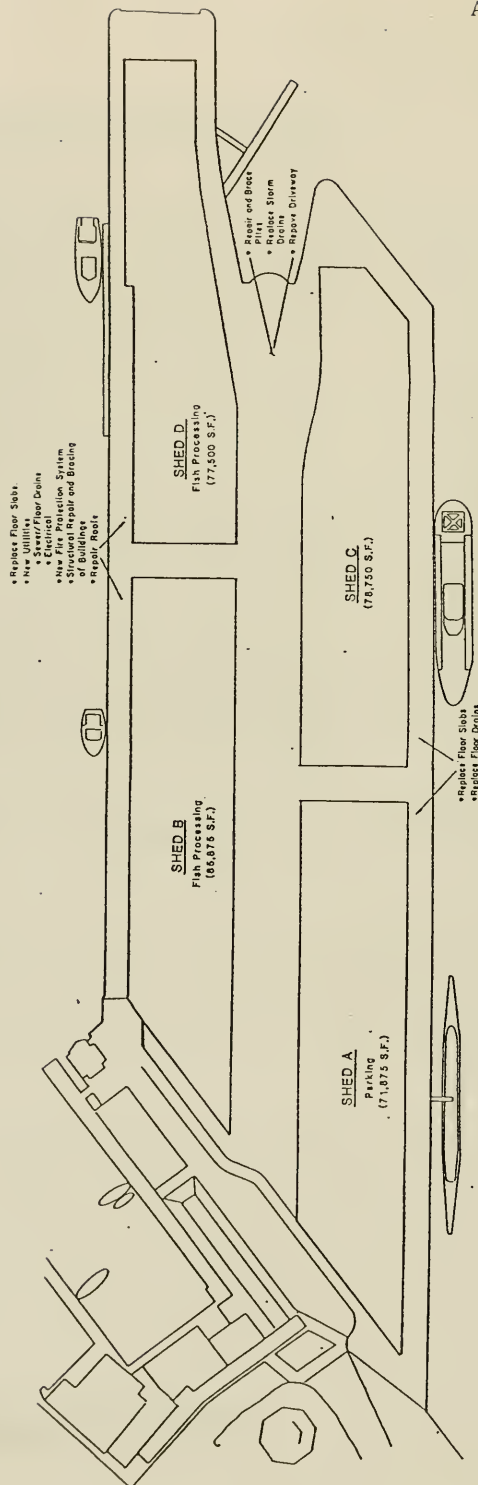
3. FEMA/OES monies, the EDA grant, as well as this proposed State grant would only reimburse the Port for the actual construction cost of the repair work on completion of the specified repairs. According to Ms. Brown, to cover cash flow requirements as well as any unfunded balances, the Port plans to submit a supplemental appropriation request, in an amount estimated at \$5.8 million, at a later date to fund the estimated earthquake repair costs for all of Pier 45. As previously noted, the total cost of the earthquake related work to be done at Pier 45 is estimated at \$11.3 million.

4. Attachment 2 to this report is a description and budget of the commercial fishing portion of the Pier 45-required repairs, provided by the Port.

5. As noted above, the Port has only confirmed funding of \$1.5 million in FEMA/OES monies and \$2.0 million in EDA money, in addition to the proposed \$2.0 million grant from the Unitary Tax Fund. Those sources total \$5.5 million in outside funding out of the total estimated project cost of \$7.9 million for the commercial fishing portion of work needed at Pier 45.

Recommendation: Approval of the proposed resolution is a policy matter for Board of Supervisors.

PIER 45 FISHING INDUSTRY EARTHQUAKE REPAIRS PHASE I



DESCRIPTION AND BUDGET OF PROJECT, INCLUDING ELIGIBLE COSTS

Description and Budget of Project

Any line item may be amended up to 10% upon the written approval of the Department.

The Department shall not be responsible for the payment of any cost overruns.

Grantee shall submit invoices only for expenses incurred. Expenses contained in the invoices shall be listed according to the categories contained in the below Project budget. The Department shall pay a pro rata share of the invoiced expenses based upon the percentage of eligible costs listed for each category.

Project Title: Improvements to Pier 45, Fisherman's Wharf, Commercial Seafood Center

Project Description: Infrastructure improvements, replacements and repairs required before businesses can fully operate in accordance with all applicable codes, laws and regulations on Pier 45, portions of which have been closed because of the Loma Prieta earthquake.

Project Budget:

ITEM	NONELIGIBLE COSTS	ELIGIBLE COSTS	TOTAL COSTS
Permits	\$ 100		100
Engineering	450,000		450,000
Construction			
Utilities	1,443,178	601,817	2,044,995
Pier Structural	2,711,396	809,267	3,520,663
Building Structural	198,712	362,553	561,256
Building Non-Structural ¹	79,085	144,300	223,385
Exterior Grade & Pave	47,937	82,063	130,000
Total Construction	4,480,308	2,000,000	6,480,308
Mobilization	324,015		324,015
Contingency	648,031		648,031
Audit	5,000		5,000
TOTAL	5,907,454	2,000,000	7,907,454

Source of Noneligible funds:

\$2,000,000 EDA

\$1,468,161 FEMA

\$2,439,293 Grantee²

¹ Partitions, floor surfacing, restrooms, roofing, window & door repair.

² Includes items in dispute with FEMA.

Item 1h - File 146-90-85

Department: Department of Public Health (DPH)
Community Substance Abuse Services (CSAS)

Item: Resolution authorizing the Department of Public Health to apply for a new State grant.

Grant Amount: \$6,721,444

Source of Funds: State of California, Department of Alcohol and Drug Programs

Grant Period: December 31, 1990 through December 31, 1991

Project: Waiting List Reduction Grant Program

Project Description: The proposed State grant funds would be used to expand community based substance abuse treatment services, in the City, in order to reduce the waiting period for potential clients seeking treatment. The DPH reports that the proposed \$6,721,444 in grant funds includes funding for 16 community based substance abuse agencies. DPH advises that State guidelines, for this grant program, require that individual funding requests from community based agencies be combined into a single application and submitted to the State through the DPH's Community Substance Abuse Services. The DPH would be responsible for administering this grant program. The 16 community based substance abuse agencies included in the State grant application are listed below:

	<u>Grant Amount Requested</u>
1. Bay Area Addiction Research and Treatment (BAART) - Geary	\$ 601,730
2. Bay Area Addiction Research and Treatment (BAART) - Embarcadero	700,826
3. Baker Place	1,921,947
4. Bayview Hunters Point - Center for Problem Drinkers (CFPO)	31,262
5. Bayview Hunters Point - Crack Program	119,379
6. Bayview Hunters Point - Outpatient Methadone Maintenance (OMM)	306,936
7. Bayview Hunters Point - Outpatient Methadone Detox (OMD)	374,115
8. Bayview Hunters Point - Youth	88,200
9. Chemical Awareness and Treatment (CAT) - Golden Gate	54,988

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	Grant Amount Requested
10. UCSF/SFGH	257,835
11. Haight-Ashbury Free Clinics	431,200
12. Henry Ohlhoff	24,500
13. Horizons Unlimited of San Francisco	87,122
14. North of Market Senior Services	74,480
15. Operation Concern/Operation Recovery	126,638
16. Walden House	<u>1,385,858</u>
Total	\$6,587,016 *

*The \$6,587,016 requested for community based substance abuse agencies is \$134,428 less than the State grant amount of \$6,721,444. The \$134,428 would be used to fund DPH's cost to administer the grant program.

Local Match: None

Indirect Costs: None

Comments:

1. As of the writing of this report, the DPH was unable to provide budget details for the expenditure of this State grant. However, Mr. Wayne Clark of DPH reports that a detailed budget of DPH's administrative costs as well as detailed budgets for the community based substance abuse agencies will be made available when DPH submits its request to the Board of Supervisors to accept and expend this State grant.

2. Mr. Clark reports that the DPH has already submitted the application for this State grant. Therefore, the proposed legislation should be amended to authorize DPH to apply for the proposed grant retroactively.

3. Five of the community based substance abuse agencies, Bayview Hunters Point - Outpatient Methadone Maintenance (\$306,936), Outpatient Methadone Detox (\$374,115), BAART - Geary (\$601,730), BAART - Embarcadero (\$700,826) and UCSF/SFGH (\$257,835), provide methadone treatment. There is legislation pending before the Board of Supervisors (File 100-90-1.5) which states that the Health Commission "only supports those methadone maintenance programs whose goal is the reduction and elimination of methadone maintenance and which have a spectrum of services in conjunction with methadone." Mr. Clark advises that these five agencies meet the Health Commission's criteria as stated in the pending legislation. Mr. Clark adds that all community based substance abuse

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agencies are eligible to submit a proposal to the State through the DPH to request grant funding and that the five agencies which provide methadone treatment along with the other agencies listed above, meet the State's criteria for inclusion in the grant application.

4. Attached is the "Summary of Grant Request" as prepared by DPH, for the proposed grant funds.

Recommendation: Amend the proposed legislation to authorize DPH to apply for this State grant retroactively, and approve the proposed legislation as amended.

Item No. Health Commission - Summary of Grant Request Attachment Rev. 4/10/90
 State of California, Dept. of Mental Health,
Alcohol and Drug Programs Substance Abuse & Forensic Services
 Grantor Division
 Contact Person Unknown Section Community Substance Abuse Services
 Address 1700 K Street Contact Person Wayne Clark, Ph.D.
Sacramento CA 95814 Telephone 255-3500
 Amount Requested \$ 6,721,444 Application Deadline
 Term: From 12/31/90 To 12/31/91 Notification Expected
 Health Commission Board of Supervisors: Finance Committee
 Full Board

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a grant in the amount of \$6,721,444 from the period of 12/31/90 to 12/31/91 to provide reduce client waiting period for substance abuse services.

II. Summary: (Context/history; need addressed; number + groups served; services and providers)
 This grant is the sum total of all individual applications from various community based substance abuse treatment agencies for funds to expand services in order to reduce the waiting period for clients. The State of California, which is subvening these funds from the federal government, requires that these agencies' submissions be combined and submitted through the City's Community Substance Abuse Services.

III. Outcomes/Objectives: A list of the applicants and related info. is attached.
 The waiting period for substance abuse treatment services should be substantially reduced if this grant is wholly or partially funded.

IV. Effects of Reduction or Termination of These Funds:
 Reduction or termination of these funds would increase the waiting period for potential substance abuse treatment clients.

V. Financial Information:

	Col. A	Col. B	Col. C	Col. D	Req. Match	Approved by
	Two Years Ago	Past Year/Orig.	Proposed	Change	N/A	N/A
Grant Amount	N/A	N/A	6,721,444	N/A		
Personnel			*			
Equipment			*			
* Contract Svc.			6,587,016			
Mat. & Supp.			-0-			
Facilities/Space			-0-			
Other			-0-			

Indirect Costs Indirect costs are not allowed by the grantor.

VI. Data Processing * \$134,428 (2%) of these funds will be expended by CSAS for administration. a detailed admin. budget is not available at this time, but should be available when the "accept/expend" resolution is heard by the Health Commission and Board of Supervisors.

VII. Personnel

F/T CSC See note above (*)
 P/T CSC See above (*)
 Contractual Detailed personnel breakouts for each contractor are not available at this time; the Commission will review this information when each modification is heard.
 Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant: heard.
N/A

VIII. Will grant funded employees be retained after this grant terminates? If so, How?
Any Civil Service positions created through this grant would terminate at the end of the grant project.

*VIII. Contractual Services: Open Bid N/A Sole Source N/A (if sole source, attach Request for Exemption Form)
 The grantor requires each community based agency to submit its own proposal to the State through CSAS. An RFP or sole source request is therefore not applicable.

Item 1i - File 100-90-1.6

Department: Mayor's Office

Item: Release of reserve

Amount: \$251,233

Description: In approving the 1990-91 annual budget, the Finance Committee reserved \$251,233 of the Mayor's Permanent Salaries - Miscellaneous funds, pending a report to the Finance Committee providing further explanation and justification of the Mayor's budget request.

The Mayor's Office reports that the State has reduced the allocation to the City for juvenile justice programs (AB 90) by \$800,000. The Mayor's Office budget has been reduced by \$170,000 of this total \$800,000 cut. This reduction represents more than a two percent reduction to the Mayor's Office budget. The Mayor's Office indicates that this two percent budget reduction is the largest percentage reduction of any City department resulting from State funding cutbacks.

The Mayor's Office indicates that because of a budgeted Salary Savings requirement of 12.1 percent and the \$170,000 reduction in AB90 funding, the Mayor's Office cannot absorb further reductions in salary accounts without layoffs. Therefore the Mayor's Office requests release of the \$251,233 reserve on Permanent Salaries-Miscellaneous.

Recommendation: The release of a reserve placed by the Finance Committee is a policy matter for the Finance Committee.

Item 1j - File 146-90-88

Department: Department of Public Health (DPH)
AIDS Office

Item: Resolution authorizing the DPH, AIDS Office, to apply for a Federal grant allocation not to exceed \$7,000,000 from the Health Resources and Services Administration to fund the Comprehensive AIDS Resources Emergency (CARE) Disaster Relief Grant Program.

Amount: \$7,000,000 (not-to-exceed)

Source of Funds: U.S. Department of Health and Human Services,
Health Resources and Services Administration (HRSA)

Term: January 1, 1991 to December 31, 1991

Project: Comprehensive AIDS Resources Emergency (CARE)
Disaster Relief Grant Program

Description: The proposed Federal grant would fund the first year of a five year CARE Disaster Relief Program to provide disaster relief assistance to localities that are disproportionately affected by the AIDS epidemic.

HRSA has developed guidelines for distribution of CARE funding by service area as follows:

Housing and residential care	30%
Support services (e.g., psychosocial, benefits counseling, food, and advocacy programs)	20%
Early HIV intervention services	15%
AIDS/HIV Drug Program	10%
Case management activities	10%
Institutionally-based care (acute- and long-term)	10%
Administrative costs for program coordination	5%
	<u>100%</u>

The actual breakdown of the proposed funding into a comprehensive disaster relief budget is the responsibility of the HIV Planning Council, a body whose members were recently appointed by the Mayor. The HIV Planning Council held its first meeting on November 16, 1990.

Project Budget: To be provided by the newly appointed HIV Planning Council at a future date.

BOARD OF SUPERVISORS
BUDGET ANALYST

**No. of People
Served:**

Approximately 9,445 AIDS cases plus an estimated 25,000 ARC-HIV infected persons as well as the City's general population.

Indirect Costs: Maximum of 5 percent.

Required Match: None

Comments: 1. Attached is the "Health Commission - Summary of Grant Request" prepared by DPH for this new program.

2. According to Mr. Tim Piland of the AIDS Office, HRSA requires that the entire grant amount be encumbered within 90 days of the award notification, and the Department has therefore initiated the "apply for" phase to expedite the approval process. Mr. Piland further reports that a draft accept and expend resolution will be submitted to the Health Commission on December 4, 1990. Upon approval by the Health Commission, the AIDS Office plans to submit the accept and expend legislation to the Board of Supervisors.

3. According to Ms. Judith Weld of the AIDS Office, the HIV Planning Council is expected to have a budget prepared for the CARE Disaster Relief Grant Program by late December, 1990.

Recommendation: Approve the proposed legislation to permit the Department of Public Health to apply for up to \$7 million in Federal grant funds.

BOARD OF SUPERVISORS
BUDGET ANALYST

11/18/90 02:10 0415 554 5183

Bd./Supervisors → HARVEY M ROSE

Contact person Paul DuCommon
Address Health Resources and Services Admin.
Rockville, MD 20857

Division CO/AIDS Div
Section AIDS Office
Contact Person Sandra Hernandez, M.D.
Telephone Tim Piland 354-9132

Amount Requested \$ 7,000,000

Application Deadline 12-20-90

Term: From 1-1-91 To 12-31-91

Notification Expected 12-31-90

Health Commission 12-4-90

Board of Supervisors: Finance Committee 12-5-90

Full Board 12-10-90

I. Item Description: Request to (apply for) (amend) (expand) a (new) (continuation) (allocation) (supplement) grant in the amount of \$ 7 million from the period of 1-1-91 to 12-31-91 to provide Comprehensive AIDS Resources Emergency Disaster Relief services.

II. Summary: (Content/History, need addressed; number & priority needed services and providers)

Please see Attachment

III. Outcomes/Objectives:

Please see Attachment

IV. Effects of Reduction or Termination of These Funds:

Failure to apply for this money would severely impair the City's ability to respond to the AIDS epidemic.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount	<u>n/a</u>	<u>n/a</u>	<u>\$7,000,000</u>	<u>approximately</u>		
Personnel						
Equipment						
Contract Svc.	<u>PLEASE SEE ATTACHMENT FOR ALLOCATION GUIDELINES</u>					
Mat. & Supp.						
Facilities/Space						
Other						
Indirect Costs						

VI. Data Processing

(omit included above)

VII. Personnel

F/T CSC				
P/T CSC				
Contractual				

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

n/a

Will grant funded employees be retained after this grant terminates? If so, How?

No.

VIII. Contractual Services: Open Bid To be Sole Source To be (If sole source, attach Request for Exception Form)
determined determined

Memo to Finance Committee
November 28, 1990

Item 2 - File 79-90-4

The proposed resolution would approve the 1991 Community Development Program. Refer to the separate report dated November 28, 1990 prepared by the Budget Analyst on the Review of the 1991 Community Development Budget as proposed by the Mayor's Office of Community Development.

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BUDGET ANALYST

Item 3 - File 65-90-7

Note: This item was continued from the October 31, 1990, Finance Committee meeting.

Department: Mayor's Office of Housing
Real Estate Department
County Agricultural Department

Item: Resolution authorizing and approving execution of a Disposition and Development Agreement between the City and the Bernal Heights Community Foundation, a California nonprofit public benefit corporation. The Disposition and Development Agreement contains certain conditions that the Bernal Heights Community Foundation would be required to satisfy before execution of an actual lease agreement for any future development. The provisions of any future lease agreement concerning development of the proposed site would require separate approval by the Board of Supervisors.

Location: Intersection of Alemany Boulevard and Putnam Street comprising City blocks 5731, 5732, 5733, 5733-A (Lot 1) and 5734 (Lot 1) and commonly known as the Farmer's Market. That portion of the property that would be developed pursuant to the proposed Agreement is known as the "Housing Site" and is shown in the Attachment to this report.

Term: 99 years upon completion of the developer's predisposition requirements.

Annual Rent: Not yet determined. As stated in the Agreement, "Rent due the City from the developer during the term of the Lease shall be in sufficient amount as to justify the City entering into the Lease, taking into account all social and financial benefits that will be provided to the City by the proposed housing development, but in no event greater than an amount which is feasible for the housing development as indicated by the Financing Plan approved by the City's Director of Property and the Director of the City's Mayor's Office of Housing pursuant to Section 2.06 above."

Description: The purpose of this proposed Disposition and Development Agreement is to specify the conditions under which a lease of City property may be entered into between the City and the developer, the Bernal Heights Community Foundation. The San Francisco Farmers Market currently occupies the property.

The proposed Disposition and Development Agreement would obligate the City to enter into a long-term lease agreement with the Bernal Heights Community Foundation for development of the property if all the conditions contained in Article 2 of the Disposition and Development Agreement, "Developer Pre-disposition Requirements," are satisfied, as determined by the City. The developer would construct approximately 120 affordable housing units.

The developer's failure to satisfy any of the conditions would relieve the City of any obligation to enter into the lease.

Salient provisions of the proposed Disposition and Development Agreement are as follows:

1. The developer has submitted a preliminary proposal to the Mayor's Office of Housing for the development of the Housing Site. That document proposes the subdivision of the property to develop a low and moderate income housing development on a portion of the property, consisting of not more than 120 units. The exact configuration and legal description of the site would be determined based upon the design of the housing development, and would be specified by a subdivision or parcel map to be filed after design of the housing development is complete. The portion of the property that is not part of the Housing Site will be retained by the City for use and operation of the Farmers Market.

2. As conditions precedent to the closing of any future lease agreement, the developer would be required to meet the following conditions within three years of the date of this proposed Agreement or the Agreement may be terminated.

- a. Site Inspection. In the event that the developer determines, based on any inspections or testing performed, that the property is not suitable for the development of the housing development, the developer may terminate the Agreement.

- b. Subdivision Approval A subdivision or parcel map subdividing the property into the Housing Site and the Farmers Market Site based on the schematic plans for the housing development, and subject to approval by the City, would be required.

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BUDGET ANALYST

c. Environmental Review. The developer would submit to the City an Environmental Evaluation of the housing development. Depending on the determination of the City based on the Environmental Evaluation, the developer would agree to cooperate with the City in the preparation of an Environmental Impact Report or a Negative Declaration.

d. City and Other Governmental Approvals. The developer would obtain any additional City or other governmental permits or approvals (other than a building permit) necessary for construction, ownership and operation of the housing development.

e. Financing Plan. The developer would submit for approval by the City's Director of Property and the Director of the Mayor's Office of Housing a Financing Plan evidencing the availability of the funds necessary to construct the housing development.

f. Building Permit. The developer would obtain issuance of a building permit from the City allowing the construction on the Housing Site of the housing development.

3. During the term of the Lease, the developer would use the Housing Site only for the development, construction, and operation of the housing development, and other ancillary uses including but not limited to child care and neighborhood-serving retail.

4. The developer would make available for occupancy one-third of the total number of housing units to Lower Income Households (as defined below) at Affordable Housing Costs (as defined below). The developer would make available for occupancy two-thirds of the total number of housing units to Very Low Income Households (as defined below) at an Affordable Housing Cost.

5. Lower Income Households would mean households with incomes not exceeding 80 percent of the median income for the San Francisco Standard Metropolitan Statistical Area. Very Low Income Households would mean households with incomes not exceeding 50 percent of Median Income. "Affordable Housing Cost" would mean monthly rental payments equal to one-twelfth of 30 percent of the applicable income limit, adjusted for household size, less a utility allowance, if the housing development is a rental project; and if the project is a for-sale project, monthly mortgage payments, based on interest rates actually available to the purchasing household, which do not exceed one-twelfth of 35 percent of the applicable income limit adjusted for household size, assuming a five percent down payment on the purchase price.

6. The required number of units to be available for occupancy by Lower Income Households and Very Low Income Households shall be occupied and remain affordable to Lower Income Households and Very Low Income Households for a period of 50 years from the date upon which 50 percent of the units in the housing development are initially occupied.

7. The developer would be required to avoid interference with the operation of the Farmers Market during construction or operation of the housing development. The housing development parking facility and traffic control would be designed to complement operation of the Farmers Market.

Comments:

1. As previously stated, approval of the Disposition and Development Agreement would obligate the City to enter into a long-term lease agreement with the Bernal Heights Community Foundation for development of the proposed Housing Site, with the provision that all conditions precedent contained in the "Developer Pre-disposition Requirements" article of the Disposition and Development Agreement are satisfied, as determined by the City, before execution of the actual lease agreement.

2. According to Mr. Joe La Torre of the Mayor's Office of Housing, the current median income for a family of four in the San Francisco Standard Metropolitan Statistical Area (SMSA) is \$45,600. Computations of Affordable Housing Costs for Lower Income Households (not exceeding 80 percent of the median income) and for Very Low Income Households (not exceeding 50 percent of median income) for both rental units and purchased units are shown on the following page.

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San Francisco Standard Metropolitan Statistical Area
Median Income (Family of Four): \$45,600
Affordable Housing Costs

<u>Very Low Income</u> (50 percent of Median)		<u>Low Income</u> (80 percent of median)	
\$45,600	Median Income	\$45,600	
<u>80%</u>	Income Category Factor	<u>50%</u>	
\$36,480	Max.Income	\$22,800	
\$912	Max.Monthly Rental Payments ¹	\$570	
\$1,064	Max.Monthly Mortgage Payments ²	\$665	

- 1 One-twelfth of 30 percent of the applicable income limit, less a utility allowance.
- 2 One-twelfth of 35 percent of the applicable income limit, assuming a five percent down payment on the purchase price.

However, Mr. Mark Trotz of the Mayor's Office of Housing reports that the Board of Directors of the Bernal Heights Community Foundation plans to rent all of the units.

3. According to Mr. Trotz and Mr. Steve Legnitto of the Real Estate Department, there would be no displacement or disruption of the Farmers Market operation either during development or operation of the proposed housing development.

4. Mr. Trotz reports that the Bernal Heights Community Foundation has been granted a \$75,000 pre-development loan from the City-wide Housing Development Fund, a fund administered jointly by the Redevelopment Agency and the Mayor's Office of Housing. Mr. Trotz also reports that the major sources of funding for the development project are as follows:

- a. State Rental Housing Construction Program
- b. Syndication of Federal Low-Income Housing Tax Credits
- c. The San Francisco Redevelopment Agency (Loan of approximately \$1.5 million)

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5. As previously noted, the annual rent due to the City has not yet been determined. Mr. Trotz further reports that revenues accruing to the City from any future lease of the proposed Housing Site would be deposited in a fund administered by the Agricultural Commissioner and not into the General Fund. Mr. Evan Weeth, the City's Agricultural Commissioner, reports that revenues from any future lease of the proposed Housing Site would be used to improve the existing Farmers Market.

6. Mr. Trotz reports that the Bernal Heights Community Foundation has previously developed low and moderate income housing in the City. Those developments include the Coleridge Park development of 49 units in the Mission District and Holiday Homes, a four-unit cooperative apartment development in Bernal Heights.

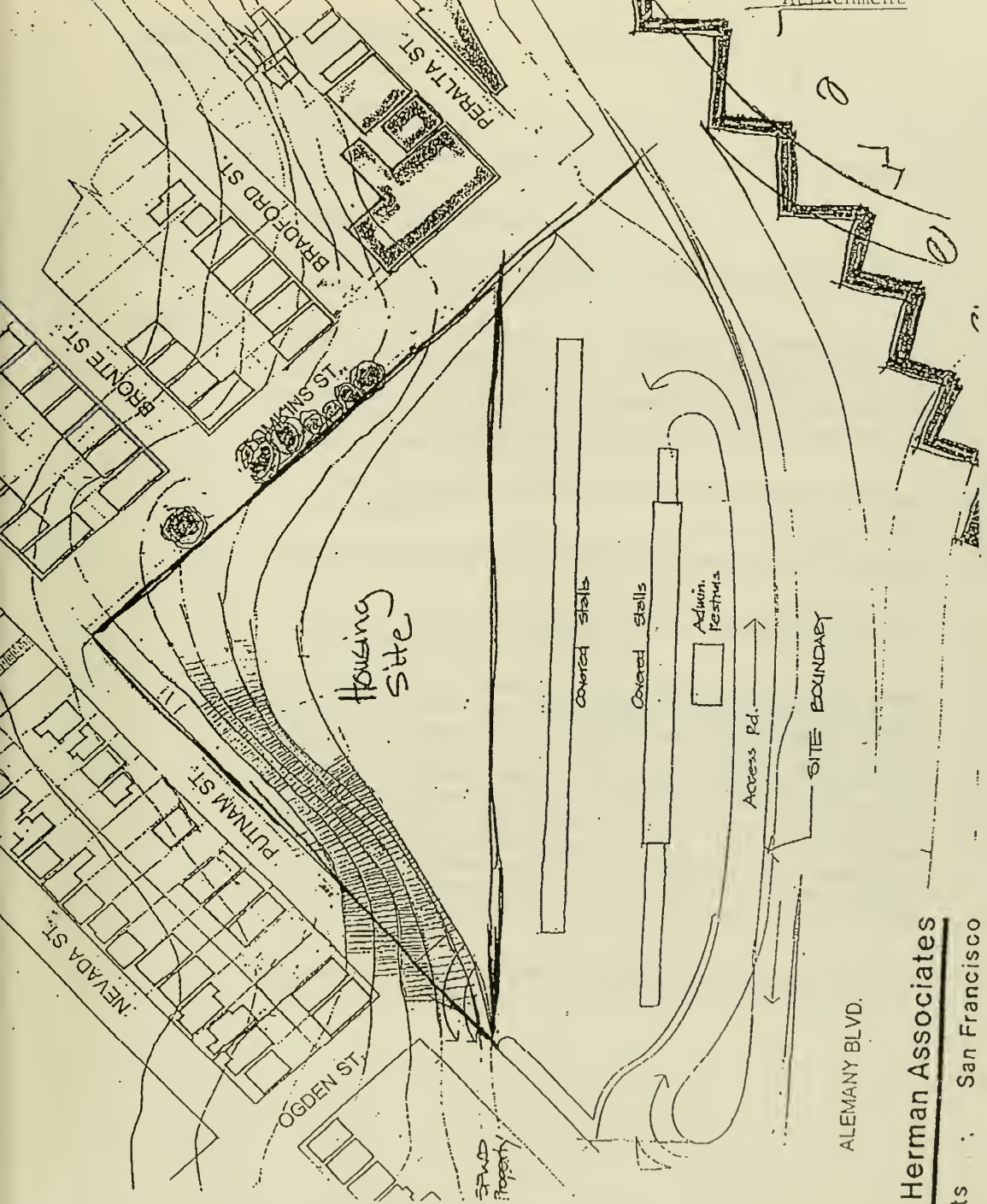
7. According to Mr. Roger Herrera of the Department of City Planning, the Residence Element of the City's Master Plan calls for the annual development of 1,373 additional units of very low and low income housing units. Mr. Trotz reports that during each of the past three years, approximately 800 units of new or rehabilitated housing units have been developed.

8. The City Attorney has determined that Master Plan approval is not required as a condition to the City's execution of the Agreement, but that such approval would be required before the City's execution of the lease.

9. Mr. Legnitto reports that the proposed resolution and Disposition and Development Agreement are being amended to further clarify protections for the operation of the Farmers's Market and to further define the City's obligations in regard to entering into a proposed lease or sale of property to the Bernal Heights Community Foundation. As of the writing of this report, those amendments are not available.

Recommendation: The decision whether to authorize and approve a Disposition and Development Agreement between the City and the Bernal Heights Community Foundation, which would obligate the City to enter into a long-term lease for an undetermined amount of rent for development of the Farmers Market property, is a policy decision for the Board of Supervisors.

BOARD OF SUPERVISORS
BUDGET ANALYST



Robert Herman Associates
 Architects San Francisco

Item 4 - File 107-90-5

Note: This item was continued from the Finance Committee's meeting of November 7, 1990.

Department: Department of Social Services (DSS)

Item: Hearing on the Department of Social Services' Early Fraud Detection Program (FRED Program).

Description: In July of 1989, DSS began development of a "Front-end" early fraud detection program, known as FRED, for the AFDC, Food Stamps, and General Assistance Programs. The FRED Program began operation in March, 1990. According to DSS, San Francisco is the 24th county in California to develop a FRED Program. The objectives of the FRED Program are to:

- 1) Prevent ineligible persons from receiving aid for which they have applied;
- 2) Reduce the number of referrals for prosecution of welfare fraud;
- 3) Attempt to find, for ineligible persons, alternative sources of aid for which they are eligible.

The FRED Program attempts to verify information given in client applications prior to the determination of eligibility of the client. FRED investigators do not review all applications; rather, eligibility workers for the AFDC, Food Stamps, and General Assistance Programs refer selected applications to the FRED Program for verification. DSS investigators for the FRED Program verify application information through home visits, client interviews, authorized third party contacts, and other resources. After the investigator verifies the application information, the investigator recommends that the client either receive aid, be denied aid, or be referred to another aid program for which the client may be eligible.

The FRED Program is staffed with one supervisor, eight eligibility workers, one social worker, and one clerk.

Since the inception of the Program, the FRED Program has handled 592 referrals. Of the total of 592 referrals, FRED Program staff found 312 cases to be eligible and recommended continuation or awarding of immediate aid, and found 267 cases to be ineligible and recommended aid be denied or discontinued. In addition, in 13 cases referred to the FRED Program, the clients voluntarily withdrew from the aid program upon notification that their case had been referred to the FRED Program.

Comment:

1. Prior to October 1, 1990, DSS paid for 25 percent of FRED Program's administrative costs. However, State Senate Bill 2454, enacted in July of 1990, requires counties to implement FRED programs, and as of October 1, 1990, the State and Federal governments reimburse the City for all of its administrative costs, except for those costs attributed to referrals made to the County's General Assistance Program. DSS expects to save a total of \$43,000 through increased reimbursements in State and Federal funding for administrative costs of the FRED Program for Fiscal Year 1990-91.

2. DSS estimates that, for the first six months of the Program, the FRED Program has saved \$184,652 or about \$312 per referral of the total of 592 referrals.

3. DSS further reports that most of the savings during the first six months have accrued to the State and Federal governments, and the County's General Fund savings have not offset the General Fund costs incurred on the program. DSS estimates a slight net cost of \$956 on its share of the FRED Program (See attachment). DSS attributes the slight net cost to the General Fund to a low number of referrals from the General Assistance Program (GA) which resulted in a lesser amount of General Fund savings. In addition, as noted above, DSS's share of the costs during the first six months was 25% of the total program costs, which the General Fund savings did not entirely cover. However, Mr. Raymond Colmenar of DSS states that these administrative costs would have been incurred regardless of whether the FRED Program included referrals and accrued savings from the GA Program. Therefore, according to Mr. Colmenar, the savings from the GA referrals are a direct benefit to the City because the GA savings directly offset the City's General Fund contributions to the cost of the FRED Program.

4. As stated in Comment No. 1 above, the State and Federal governments will reimburse DSS for all of the administrative costs of the FRED Program, except those costs attributed to referrals from the GA Program. Based on time studies conducted by DSS, Mr. Colmenar advises that the Department expects that ten

percent of the FRED Program costs will be attributable to referrals from the GA Program.

5. DSS estimates that, during the first full year of the FRED Program, the Program will produce a net savings of \$779,354. Of the total amount of \$779,354, the Federal government will accrue \$338,128, the State will accrue \$279,072, and the City will accrue \$162,154 in savings. The reason why most of the savings accrue to the Federal and State governments is because the AFDC and Food Stamps programs are 95 percent funded by the Federal and State governments. The City pays for the remaining five percent of the cost of these programs. Therefore, the Federal and State governments receive most of the savings benefit from the FRED Program.

ATTACHMENT D

TABLE I
ESTIMATED FRAUD PREVENTION COSTS AND BENEFITS
BASED ON FIRST SIX MONTHS OF ACTUAL EXPERIENCE

	SAVINGS			Total	COST	Net
	AFDC	AFDC Homeless	GA	Savings		Savings
Six Months	\$197,610	\$145,510	\$29,803	\$3,392	\$376,314	\$191,663
Federal	98,805	72,755		1,785	173,345	95,831
State	88,924	65,479			154,404	47,916
Local	9,880	7,275	29,803		46,959	47,916
						(956)

ASSUMPTIONS:

- Casemonths and grant amounts used to calculate savings:

	AFDC			
	AFDC	Homeless	GA	FS
Six months	290	152	87	40
grant amt.	\$682	\$630	\$341	\$85
		1,091*		

- Five percent of those denied or discontinued reapply successfully for aid based on the first three months of experience.

- GA and Food Stamps clients who are discontinued or denied remain off aid for four months.

*- A third of AFDC Homeless recipients receive permanent homeless assistance.

- FRED costs are 50 percent federal, 25 percent state, and 25 percent local.

Item 5 - File 68-90-20

Note: This item was continued from the Finance Committee's meeting of November 14, 1990.

Department: Mayor's Office of Business and Economic Development (MOBED)

Item: Resolution authorizing the Mayor's Office to expend a Federal grant.

Grant Amount: \$50,000

Source of Grant: Federal Economic Development Administration through the California State Commerce Department

Grant Period: June 1, 1990 through June 1, 1991

Description: The Board of Supervisors previously approved legislation authorizing the Mayor's Office to apply for and accept a Federal Economic Development Administration grant in the amount of \$50,000 (File 68-90-2). The proposed resolution would authorize the Mayor's Office to expend these Federal grant funds.

The Federal Economic Development Administration provides up to \$50,000 to communities to help finance programs leading to retention of jobs threatened by sudden and severe economic dislocation. The State Department of Commerce, which administers these grant funds, has allocated \$50,000 to the City, because of the economic dislocations caused by the October 17, 1989 earthquake.

MOBED's proposal for these grant funds is to allow neighborhood merchant groups (e.g., Fisherman's Wharf merchants, South of Market Business Association, etc.) to develop their own proposals for increasing economic activity in their area, then apply to MOBED for funds. MOBED would evaluate the program proposals presented by the neighborhood merchant groups, ensure that the neighborhoods represented by the proposals are in fact experiencing ongoing economic hardship and monitor projects on an ongoing basis.

Grant Budget:	Administration/Technical Assistance (.1FTE)	\$2,000	
	Neighborhood Merchant Groups	45,500	
	Indirect Costs (5% of total grant)	<u>2,500</u>	
	Total		\$50,000

Local Match: 25 percent (\$12,500), to be provided by in-kind contributions from the neighborhood merchant groups

BOARD OF SUPERVISORS
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**Indirect
Costs:**

\$2,500

Comments:

1. Mr. Dave Chenok of the MOBED advises that the Mayor's Office conducted an informal Request for Proposal (RFP) process by sending notifications to all of the City's neighborhood merchant groups (approximately 70), requesting proposals. Mr. Chenok reports that the Mayor's Office received proposals from seven neighborhood merchant groups, and after reviewing and evaluating these proposals, MOBED is proposing to fund all seven of the groups. The neighborhood merchant groups along with their proposed projects and amounts are listed below:

<u>Merchant Groups</u>	<u>Proposed Project</u>	<u>Proposed Amount</u>
1. Chinese Chamber of Commerce	Develop and distribute Chinatown Shoppers Guide	\$7,000
2. Clement St. Merchant Assoc.	Develop and distribute Clement St. Fliers	7,000
3. Inner Sunset Merchants Assoc.	Develop and distribute Inner Sunset Shoppers Guide.	3,500
4. Marina Merchants Assoc.	Develop and distribute Marina Shoppers Guide	7,000
5. Mission Merchants Assoc.	Carnaval/Cinco de Mayo Flier Inserts in Hispanic Publications	7,000
6. North Beach Chamber of Commerce	Expand and advertise "Discovery Tours of North Beach" Program	7,000
7. Union St. Merchants	Print and distribute Union St. Rack Brochures	7,000
	Total	<hr/> \$45,500

BOARD OF SUPERVISORS
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2. Mr. Chenok reports that while the grant period began June 1, 1990, no monies to date, have been incurred under this Federal grant.

3. Attached is the "Summary of Grant Request" as prepared by the MOBED, for the proposed grant funds.

Recommendation: Approve the proposed resolution.

Item No. _____

Summary of Grant Request

Rev. 4/10/90

Grantor State Department of Commerce
 Contact Person Dian Chun
 Address 1121 L Street #600
Sacramento, CA 95814
 Amount Requested \$ 50,000
 Term: From 6/1/90 To 6/1/91

Division MOBED
 Section _____
 Contact Person Dave Chenok
 Telephone 554-8930
 Application Deadline 21 February 1990
 Notification Expected 20 March 1990

Board of Supervisors: Finance Committee _____

Full Board _____

I. Item Description:

(Circle appropriate words)

Request to Amend (accept and expend) a (new) (amendment) grant in the amount of \$50,000 from the period of 6/1/90 to 6/1/91 to provide funds allowing neighborhoods to execute marketing services.

II. Summary: (Concise, and without technical program service and provides)

This request to expend a \$50,000 grant received from the Federal Economic Development Administration (through the State Department of Commerce) responds to the need of merchants in certain neighborhoods to increase sales which continue to be depressed due to lingering effects of the October 17 Loma Prieta earthquake. By increasing sales, we hope to prevent

both employee layoffs, and business closures. Increase business in neighborhoods experiencing decreased sales since the earthquake, to help preserve jobs which might otherwise be lost, and raise the level of business in those neighborhoods.

IV. Effects of Reduction or Termination of These Funds

Without these funds, merchants in affected neighborhoods will continue to experience business downturn, and this may result in layoffs or even closure of businesses.

V. Financial Information:

	Col. A Two Years Ago	Col. B First Year Orig.	Col. C Proposed	Col. D Change	Reg. Match	Approved by
Grant Amount			50,000		12,500	N/A
Personnel						
Equipment						
* Contract Svc.						
Mat. & Supp.						
Facilities/Space						
Other (Marketing/Printing)			47,500			
Indirect Costs			2,500			

VI. Data Processing

(Leave blank)

VII. Personnel

F/T CSC

P/T CSC

Contractual

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:
N/A

Will grant funded employees be retained after this grant terminates? If so, How?
N/A

VIII. Contractual Services: Open Bid

Sole Source

(If sole source, attach Request for Exemption Form)

Item 6 - File 97-90-56

Note: This item was continued by the Finance Committee at its meeting of November 14, 1990.

Item: Ordinance amending Part I, Chapter 10 of the San Francisco Administrative Code by amending Sections 10.170, 10.170-2, and 10.170-4 thereof, to exclude the requirement, with some exceptions, that the Board of Supervisors be required to approve applications for grants by City officers, employees, boards and commissions.

Description: Pursuant to the San Francisco Administrative Code, the Board of Supervisors presently must approve all applications for Federal, State, or private grants made by City officers, employees, boards and commissions.

The proposed ordinance would remove the requirement, with certain exceptions, of having the Board of Supervisors approve applications for grants made by City officers, employees, boards or commissions. However, the Board of Supervisors would still be responsible for approving the acceptance and expenditure of all grant funds received by City departments.

With respect to the exceptions, the proposed ordinance would not apply to applications for financial aid from the California Peace Officers' Training Fund, and to applications for financial aid from the State Board of Corrections Standards and Training of Local Corrections and Probation Officers Program. The Board of Supervisors would still be required to approve the applications for such grants.

Comments: 1. According to Ms. Lucille Burlew-Lawler of the Department of Public Health (DPH) and Ms. Carla Javits of the Department of Social Services (DSS), with respect to DPH and DSS grant programs, with few exceptions, providers of grants do not require authorization of the grant application by the Board of Supervisors. However, DPH adds the following statement to the cover sheet of every application submitted to a grantor: "This application is submitted subject to the approval of the Health Commission and the Board of Supervisors of the City and County of San Francisco."

BOARD OF SUPERVISORS
BUDGET ANALYST

2. Ms. Burlew-Lawler further advises that often the departments do not learn about grant opportunities until late in the application process, or until just prior to the deadline for submittal of the application. As such, the requirement for Board of Supervisors approval of the grant application, which can take several weeks, could preclude the departments from submitting the application to the grantor in a timely manner.

3. In approving this proposed ordinance, the Board of Supervisors would no longer have the opportunity to comment on a proposed grant's budgetary and policy impact prior to the submittal of the application, and the Board of Supervisors would only be able to review the grant program once the grant has been awarded to the City for acceptance and expenditure. Normally, in reviewing City department applications for grants, the Board of Supervisors would review the proposed grant program policy objectives, the budget, and the number of job positions that may be created. This proposed legislation would eliminate the Board of Supervisors authority to review the grant application, but the Board of Supervisors would still have the authority and opportunity to review the grant program policy objectives, the program budget, and the number of job positions that may be created when the City department requests approval from the Board of Supervisors to accept and expend the grant funds.

4. Ms. Caroline McCall, Legislative Policy Analyst, has prepared a report reviewing the policy implications of this proposal.

5. The Budget Analyst has been advised that an Amendment of the Whole will be introduced which would:

Require City departments to notify the Board of Supervisors, by letter of intent, of any grants for which the Departments wish to apply. The Department must notify the Board of Supervisors a minimum of twelve days before the meeting of the Board of Supervisors, or seven days before the meeting of the Finance Committee. The letter of notification must include the goals of the grant project, a description of the benefits of the proposed grant project, the required level of matching funds, the expected term of the grant, and the maximum amount that can be awarded under the grant application. Additionally, a resolution approved by the Board of Supervisors may be required.

However, as of the writing of this report, the Budget Analyst has not been provided with a copy of the Amendment of the Whole.

BOARD OF SUPERVISORS
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Recommendation: Approval of the proposed ordinance which would eliminate the authority of the Board of Supervisors to approve Departmental grant applications, except for applications for aid from the California Peace Officers' Training Fund, and the State Board of Corrections Standards and Training of Local Corrections and Probation Officers Program, is a policy matter for the Board of Supervisors.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 7 - File 97-90-58

Item:

This is an ordinance amending the Administrative Code by adding Section 1.39 authorizing the Health Commission to execute a hold harmless agreement with the State Department of Health Services for the Medically Indigent Care Reporting System.

Description:

The DPH reports that the State has mandated that, in order for counties to be eligible for Tobacco Tax funds for provision of indigent health care services, counties must develop a data reporting system to monitor and report patient characteristics, utilization and expenditures for medical care services provided to indigents. The State, under AB 75, makes grant funds available to counties for the development and implementation of such systems.

The DPH has submitted pending legislation to the Board of Supervisors (File 146-90-97) to request authorization for the Department to accept and expend a State grant in the amount of \$520,800 for the development of a Medically Indigent Care Reporting System.

Ms. Geri Brown of DPH reports that the State requires that the City enter into a hold harmless agreement with the State in connection with the City's utilization of the Medically Indigent Care Reporting System. The proposed legislation would amend the Administrative Code by adding Section 1.39 authorizing the Health Commission to execute a hold harmless agreement with the State. The proposed hold harmless agreement would provide the following:

The City would agree, at its own expense, to protect against loss and hold harmless the State, its personnel, its agencies and its agents, against all claims, judgements, suits or any other type of liability, arising out of the City's use of the Medically Indigent Care Reporting System, in connection with or based upon copyright, trademark or trade secret infringement.

Comment:

1. Ms. Paula Jesson of the City Attorney's Office reports that the hold harmless agreement has been reviewed and approved as to form, and that it is reasonable for the City to enter into this agreement as written.

2. Mr. Jeff Leong of DPH reports that the City received approximately \$17,000,000 in Tobacco Tax Funds for public and private, medical care for the indigents for 1990-91. Mr. Leong anticipates that a comparable level of Tobacco Tax funding for medical care for indigents will be made

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available in 1991-92. However, the DPH has not, as yet, received definitive information from the State regarding the level of funding that would be available in 1991-92.

Recommendation: Approval of the proposed ordinance, to authorize the Health Commission to enter into a hold harmless agreement with the State Department of Health Services for the Medically Indigent Care Reporting System, is a policy matter for the Board of Supervisors.

Item 8 - File 101-90-25

Department: Sheriff

Items: Supplemental appropriation ordinance to appropriate funds to rent a boiler for the San Bruno jail facility (Jail Number 3).

Source of Funds: General Fund, General Reserve

Amount: \$24,000

Description: On September 28, 1989, one of the three boilers operating at the San Bruno Jail Complex was shut down due to deterioration of the foundation, which led to a total collapse of the boiler. On June 12, 1990, a second boiler at the San Bruno Complex was shut down due to deterioration similar to what caused the shutdown of the first boiler. Upon review by the on-site engineering staff (State certified for operating boilers) and the Department of Public Works, it was determined that this second boiler should not be brought back on line because a severe safety hazard exists, given the age of and the degree of deterioration of the boilers in the San Bruno Jail Complex. (The three boilers were installed in 1932.) Since the shut down of the second boiler, both jail buildings at the San Bruno Jail Complex have been operating off the third boiler. The Department of Public Works and the on-site engineering staff have inspected the third boiler and have indicated this boiler is also unsafe and should be shut down. Since the third boiler is providing heat, hot water and hot food for both jail buildings, the third boiler cannot be shut down until an alternative is available. However, given the state of deterioration of the third boiler, collapse of that boiler is imminent. After several meetings between the Sheriff's Office and the Department of Public Works, the recommended course of action is to rent or purchase a mobile boiler to provide the necessary steam for hot water, heat and hot food for the San Bruno Jail Complex.

Since the long range jail plans include the construction of a new services building with State Proposition 52 funds that would include a new boiler plant, the Sheriff has recommended that a boiler should be rented until the new services building is finished.

On August 16, 1990, pursuant to Administrative Code Section 6.30, the Sheriff declared that an emergency exists regarding the boiler situation at the San Bruno Jail Complex and the Sheriff is requesting funds to pay for the

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rental of a mobile boiler by Supplemental Appropriation Ordinance.

The proposed Supplemental Appropriation Ordinance would fund the rental of a boiler for eight months from November 1, 1990, through June 30, 1991, at a monthly rental rate of \$3,000 for a total cost of \$24,000 in 1990-91.

The Sheriff's Office indicates that the funding necessary to connect and install the proposed rental boiler is available in the Sheriff's 1990-91 budget.

Comments:

1. The Sheriff's Office reports that since the proposed Supplemental Appropriation request was initiated in August, the condition of the third boiler has deteriorated further and that the Department of Public Health inspectors are concerned about the reduced level of heat in the San Bruno jail complex and the lack of hot water to keep food hot.

2. The earliest the proposed rental of a mobile boiler could be effected is December, 1990, due to the processing time requirements. Therefore, only seven months or \$21,000 (seven months at \$3,000 per month) of rental funding is required. However, the Sheriff's Office indicates that previously unanticipated costs for the boiler rental firm to startup the boiler, \$2,000, and for freight to and from the jail complex, \$600, must be paid before the mobile boiler can be delivered. Therefore, the proposed Supplemental Appropriation Ordinance should be amended to \$23,600 as follows:

Request for eight month's rent	\$24,000
Processing Delay (one month)	<u>3,000</u>
Subtotal - rent for seven months	\$21,000

Additional Charges	
Boiler Startup	\$2,000
Freight	<u>600</u>
Total Additional Charges	<u>2,600</u>

Total funding requirement to rent and startup boiler	<u>\$23,600</u>
---	-----------------

Recommendation:

Amend the proposed Supplemental Appropriation to reduce the requested amount by \$400 from \$24,000 to \$23,600 as detailed in Comment 2 above. Approve the proposed Supplemental Appropriation Ordinance as amended to alleviate the emergency boiler condition at the San Bruno jail.

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Items 9 and 10 - Files 101-90-27 and 102-90-6

Department: Department of Public Health (DPH)
Central Office

Item: Item 9 (File 101-90-27) is a supplemental appropriation ordinance rescinding funds from Permanent Salaries-Miscellaneous and reappropriating funds to Permanent Salaries-Miscellaneous. Item 10 (File 102-90-6) is the companion legislation amending the annual salary ordinance to delete an Assistant Director of Clinical Services II position and create a Director of Homeless Programs position.

Amount: \$39,634

Source of Funds: General Fund

Description: Presently, the Department of Public Health employs an Assistant Director of Clinical Services, who administers the grant-funded Health Care for the Homeless Program (\$900,000 annual budget), contracts for indigent primary health care (\$200,000), and a residential program for homeless people with AIDS (\$350,000). The position is also responsible for monitoring and reporting on \$50 million in County expenditures on indigent health care, administering a \$350,000 contract for a self-help center for homeless mentally disabled persons, and representing the Department at a City coordinating committee on Citywide homeless programs and policies.

DPH proposes to reclassify the existing Assistant Director of Clinical Services budgeted in the Department's 1990-91 budget into a Director of Homeless Programs in order to properly reflect the duties assigned to the position. There would be no change in salary. The change would be made as follows:

<u>Classification</u>	<u>Salary Range</u>	<u>Salary at Top Step</u>	<u>Deleted</u>	<u>Created</u>
A123A Director of Homeless Programs	\$2,557-\$3,108	\$81,119		1
2248A Asst. Director of Clinical Services II	2,557-3,108	81,119	1	

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The proposed supplemental appropriation ordinance would rescind the remaining unspent \$39,634 from Permanent Salaries-Miscellaneous budgeted for the Assistant Director of Clinical Services II position and reappropriate the \$39,634 to Permanent Salaries-Miscellaneous to fund the new Director of Homeless Programs position.

Comments:

1. Mr. Larry Meredith of DPH advises that the position is currently filled and the proposed legislation is intended to correctly classify the position to reflect the responsibilities assigned to the position.
2. As previously noted, this proposed reclassification would result in no increased cost to the City.

Recommendations: Approve the proposed supplemental appropriation ordinance and the proposed amendment to the Annual Salary Ordinance.

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Item 11 and 12 - Files 101-90-28 and 64-90-41

Department: Superior Court

Items: Item 12 (File 64-90-41) is a resolution to authorize a new lease for space at 575 Polk Street to house three new temporary courtrooms. Item 11 (File 101-90-28) is a Supplemental Appropriation Ordinance to fund the proposed new lease rent, renovations, purchase of courtroom furniture and law books and various operating expenses. (The following analysis is based on an Amendment of the Whole to the proposed Supplemental Ordinance.)

Source of Funds: Temporary Courthouse Construction Fund - \$955,512 for startup costs including renovations, furniture, law books and telephone wiring and General Fund - General Reserve - \$37,677 for operating costs including telephone, office machine rental, janitorial services and rent.

Amount: \$993,189

Description: Superior Court needs additional courtroom space to process a substantial increase in the backlog of civil cases, resulting primarily from the large volume of asbestos cases filed in recent years. Trial periods for asbestos cases take, on the average, approximately six weeks. This, together with the rise in other complicated types of litigation, has greatly increased the average length of civil trials. In order to handle this caseload, the Superior Court must have assistance from visiting judges and attorneys acting as judges pro tem. The proposed lease premises would provide an additional three courtrooms, one hearing room, two jury rooms and related areas required for the effective use of visiting judges and judges pro tem.

In May, 1990, the Board of Supervisors approved a \$26,001 Supplemental Appropriation Ordinance (File 101-89-43) to lease space at 555 Polk Street (555 Polk and 575 Polk are the same building) for three months only, to provide sufficient time to determine the costs for the City to renovate the first and second floors for courtroom use prior to entering into a longer term lease.

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The proposed resolution (File 64-90-41) would authorize a new lease for 8,870 square feet of space consisting of the entire ground floor and mezzanine of the 575 Polk Street building. Monthly rent would be \$10,000 (\$120,000 annually) with an additional monthly amount of \$1,675 paid with the rent to cover janitorial services. The base rental cost per square foot per month is \$1.13 (\$10,000 divided by 8,870 square feet). This monthly rent would remain in effect until the first annual five percent rent increase which would occur on July 1, 1992. The term of the proposed lease is approximately ten years from April 1, 1991, or the date of completion of renovations, to June 30, 2001. The proposed lease could be extended for two subsequent five-year periods with the rent set at 95 percent of the then prevailing market rental rate as determined by the Real Estate Department.

The proposed Supplemental Appropriation Ordinance (File 101-90-28) would fund rent and janitorial services at 575 Polk Street in accordance with the proposed new lease for three months from April 1, through June 30, 1991. The proposed supplemental would also fund other startup and operating costs as follows:

Startup Costs

Renovation to make space usable as courtrooms (construction is detailed on the attachment)	\$742,582
Renovation Construction Contingency (10%)	74,258
Lessor's share of renovation costs	<u>(106,125)*</u>
Subtotal - City's share of renovation costs	\$710,715
Public Address (sound) system	17,000
Building security system	27,000
Furniture for three courtrooms, three anterooms, three judge's chambers, two jury rooms, one hearing room; one meeting room, one executive office and the lobby and mezzanine	173,922
Three typewriters	1,350
Metal Detector to screen persons entering the building	6,225

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Law book sets for three courtrooms	15,000
Department of Public Works, Building Repair Division	<u>4,300</u>
Total Startup Costs	<u>\$955,512</u>

*The basis of this amount is the actual costs of replacing the ceilings and the lights and renovation of the restrooms. These renovations would be necessary in any event to prepare the building for any new tenants.

Operating Costs (three months)

Rent	\$30,000
Janitorial services (paid to lessor)	5,025
Telephones	852
Photocopier machine rental and maintenance agreement	<u>1,800</u>
Total Operating Costs	<u>\$37,677</u>
Total Proposed Supplemental Appropriation	<u>\$993,189</u>

The 1990-91 annual Superior Court budget includes three new clerk positions to staff the proposed three temporary courts. Mr. Donald W. Dickinson, Superior Court Executive Officer, indicates that no additional new positions are being requested. According to Mr. Dickinson the nature of the trials in the proposed three new courts will not require the assignment of bailiffs to those courts.

Comments:

1. Fifty dollars of each Superior Court Civil Filing Fee and twenty dollars of each Municipal Court Civil Filing Fee is deposited in the Temporary Courthouse Construction fund which has a balance of \$3,483,563 as of November 20, 1990. The proposed supplemental appropriation would reduce this balance to \$2,528,051 (\$3,483,563 less \$955,512).

2. The City's \$710,715 share of the renovation costs would be paid to the 575 Polk Street building landlord who is contracting with CSI/Customer Service General Contracting, Inc., to perform the renovations.

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3. The \$173,922 estimated cost of furniture for the proposed new courts is based on an informal quote from American Seating. American Seating has an agreement with San Mateo County to provide for bulk purchase of courtroom furniture, allowing a generous bulk purchase discount. According to Mr. Gerald Romani of the Real Estate Department, American Seating is interested in selling courtroom furniture to San Francisco under a similar discount arrangement.

4. The annual cost of the proposed three new courts is \$344,918 including the operating costs cited in the description above (\$37,677 per quarter for four quarters) and the personnel costs of three clerks (\$194,210).

Recommendation: The creation of three new, temporary courts in the Superior Court is a policy matter for the Board of Supervisors.

**CSI**CUSTOMER SERVICE
GENERAL CONTRACTING INC.

August 8, 1990

COURTROOMS
555 POLK STREET
SAN FRANCISCO, CA
PROPOSAL

1.	Electrical		\$ 89,000.00
2.	Plumbing as per plan of location		
	A. Public restrooms	14,000.00	
	B. Court restrooms	<u>24,000.00</u>	38,000.00
	C. Related demo or reconcrete		8,000.00
3.	HVAC by others		
4.	Demolition of existing building non bearing structural alternate.		10,325.00
5.	Rough carpentry.		
	A. Rough carpentry	\$ 7,329.00	
	B. Relocate 2nd floor stairs to lunch room.	<u>2,500.00</u>	9,829.00
6.	Finish carpentry.		145,674.00
7.	Dry wall & metal framing.		51,678.00
	A. Wall framing at rest rooms		630.00
8.	Doors, frames & hardware		
	A. Doors & frames.	\$ 16,200.00	
	B. Hardware	<u>11,500.00</u>	27,700.00
	All locks on flush face doors to have to be type drilled. Lock on court rooms to be mortise type. Closer on court room doors only.		
9.	Glass at existing exterior walls		44,800.00
	Existing clear glass to remain at area of clear glass. Existing alum frames to remain. New alum frame where addition horizontal bar needed.		
10.	Window wall reconfiguration & doors		
11.	Chrome hand rails		3,200.00
12.	Acoustical ceilings		13,700.00
	A. Ceiling sheet rock.		16,373.00

Page 2

13.	Carpet	22,190.00
	A. VCT @ [M2] audience area	8,960.00
14.	Ceramic tile and marble	18,712.00
15.	Bathroom partitions & accessories	17,376.00
16.	Painting	18,000.00
17.	Signage	1,500.00
18.	Corridor handicapped lift. (3 additional add \$21,000)	7,000.00
19.	Window blinds	1,425.00
20.	Glass block wall	3,000.00
21.	Concrete ramp & stairs rough.	1,200.00
22.	Column cover.	1,730.00
23.	Lunch room upgrade.	5,765.00
24.	Floor & building infill where existing doors are remove - Polk Street.	8,000.00
		<u>\$ 573,767.00</u>
	Profit 10%	57,377.00
		<u>\$ 631,144.00</u>
	Overhead 5%	31,557.00
		<u>\$ 662,701.00</u>
	Insurance 3%	19,881.00
		<u>\$ 682,582.00</u>
	Prevailing Wage	60,000.00
		<u><u>\$ 742,582.00</u></u>

Electric not included Handicap voice or strobe.

Plumbing not included

Lowering of existing waste soil line.

New water service

Water heater

Gas line or hook ups new or existing

Drinking fountain

Burt Hamrol, President

Date

Item 13 - File 53-90-2

Department: Chief Administrative Officer (CAO)
Department of Public Works (DPW)
Clean Water Program (CWP)

Item: Resolution finding and determining that the Lake Merced Transport/Storage Facilities Project will protect and preserve the environment and that the use of loan funds is the most cost-effective method of financing the project; authorizing the appropriate City authorities to apply for and enter into a loan agreement with the State of California for a sum not to exceed approximately \$40 million.

Description: As authorized by Ordinance 160-89 (File 101-88-1112), the San Francisco Department of Public Works has completed the design of the Lake Merced Transport/Storage Facilities Project and plans to request construction bids in January, 1991.

The Lake Merced Transport/Storage Facilities Project is designed to capture, store, and transport combined sewage from the Lake Merced drainage area to the Oceanside Water Pollution Control Plant, in accordance with Federal and State water quality laws and requirements.

The State Water Resources Control Board has designated the Lake Merced Transport /Storage Facilities Project as eligible for a low interest loan, subject to availability of funds. The CAO's Office estimates that up to \$40 million may be made available by the State for the project as a low interest rate loan.

City Charter Section 7.300(6) specifies that the City may accept loans directly from the State of California for projects that are intended to protect or preserve the environment, where the acceptance of the loan would be the most cost-effective method of financing such projects. The Charter further specifies that the determination of what constitutes the most cost-effective method of financing shall be made by resolution of the Board of Supervisors, as recommended by the Chief Administrative Officer.

Comments: 1. In accordance with the Charter Section 7.300(6), the CAO has determined that the City's acceptance of a State loan for up to \$40 million is the most cost-effective method of securing financing for the transport/storage facility (see Appendix A for the results of the analysis and see Appendix B for the methodology). Based on our review, the Budget Analyst concurs with the CAO.

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2. Ms. Sarah Pickus, Project Manager for the Lake Merced Transport/Storage Facilities Project, reports that the current construction cost estimate for the Project is \$37,914,100, but that firm costs will not be known until the construction bids have been received. The Department expects to open the construction bids in February of 1991.

3. Ms. Pickus reports that construction of the Project is scheduled to commence in April of 1991 and to be completed by April of 1993.

4. Ms. Pickus reports that the State requires that the City finance approximately 10 percent or \$4 million of the Lake Merced Transport/Storage Facilities Project costs with other than State loan funds. The CWP plans to use Sewer Revenue Bonds funds (1988, Series A) for the required match.

5. This proposed resolution would (1) find and determine that the Lake Merced Transport/Storage Facilities Project will protect and preserve the environment, (2) determine that the most cost-effective means of financing the Project is through the use of State loan funds, and (3) authorize the appropriate City authorities to apply for and enter into a loan agreement with the State. The CWP would be required to submit a supplemental appropriation request to actually appropriate and expend funds for construction of the Project at a later date.

Recommendation: Approve the proposed resolution.

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CLEAN WATER PROGRAM

ANALYSIS: STATE LOAN AND REVENUE BOND

FOR LAKE MERCED TRANSPORT: 40,000,000

	STATE LOAN @ 3.50%	REVENUE BOND @ 7.50%
INTEREST RATE	3.50%	7.50%
TERM:	20	20
CONSTRUCTION FUND	40,000,000.00	40,000,000.00
ISSUE COST:	0.00	1,047,172.40
TOTAL LOAN/BOND AMOUNT	40,000,000.00	41,047,172.40
REPAYMENT:		
YEAR 1	(2,814,443.07)	(4,026,407.10)
2	(2,814,443.07)	(4,026,407.10)
3	(2,814,443.07)	(4,026,407.10)
4	(2,814,443.07)	(4,026,407.10)
5	(2,814,443.07)	(4,026,407.10)
6	(2,814,443.07)	(4,026,407.10)
7	(2,814,443.07)	(4,026,407.10)
8	(2,814,443.07)	(4,026,407.10)
9	(2,814,443.07)	(4,026,407.10)
10	(2,814,443.07)	(4,026,407.10)
11	(2,814,443.07)	(4,026,407.10)
12	(2,814,443.07)	(4,026,407.10)
13	(2,814,443.07)	(4,026,407.10)
14	(2,814,443.07)	(4,026,407.10)
15	(2,814,443.07)	(4,026,407.10)
16	(2,814,443.07)	(4,026,407.10)
17	(2,814,443.07)	(4,026,407.10)
18	(2,814,443.07)	(4,026,407.10)
19	(2,814,443.07)	(4,026,407.10)
20	(2,814,443.07)	(4,026,407.10)
TOTAL	(56,288,861.43)	(80,528,142.02)
PRINCIPAL PAID	40,000,000.00	41,047,172.40
INTEREST PAID	16,288,861.43	39,480,969.62

Appendix B

Analysis of State Loan Versus Other Financing for Financing the Lake Merced Project

The attached analysis compared the cost of borrowing from the State of California versus issuing new revenue bonds.

For purposes of this analysis, we have assumed a 20 year term for all options. The amount generated for the construction fund is \$40 million in all cases but the actual amount borrowed would have to be different in each case to account for issuance costs related to the different borrowing methods. In the case of the State loan, there are no issuance costs. In the case of revenue bonds, we estimate issuance costs of \$1.047 million for professional services, underwriter discount, reserve fund insurance and bond insurance. These issuance costs are estimated based on the most recent experience with CCSF sewer revenue bonds. The State currently expects to lend these funds at one half the interest rate on State general obligation bonds. We have estimated the loan interest rate to be 3.5%. In contrast, interest is estimated at 7.5% for CCSF sewer revenue bonds.

This analysis shows that the State loan at 3.5% interest is significantly more cost-effective than borrowing via revenue bonds. Specifically, with the State loan, the total debt service payment would amount to \$16.28 million over the 20 year term of the loan, while revenue bonds would require \$39.48 million.

Item 14 - File 146-90-82

Department: Department of Public Health (DPH)
Community Public Health Services (CPHS)

Item: Resolution authorizing the Department of Public Health to apply for a new State grant.

Amount: \$157,754

Source of Grant: California Department of Health Services

Grant Period: January 1, 1991 through December 31, 1992 (Two Years)

Description: The proposed State grant would be used to provide health education sessions on tobacco use at three DPH dental clinics. These health education sessions would be provided to dental patients aged 5 - 17 and their families, while they wait for their scheduled dental appointments. The health education sessions would focus on the consequences of tobacco use, the tobacco industry's advertising techniques and discussions on how to say no to the use of tobacco. Parents of the patients would be provided with educational materials on the consequences of smoking, particularly as it relates to the exposure of children to passive smoke, as well as information on programs that help to break the smoking habit. In addition, the patients and families would be provided with dental care kits containing a toothbrush, dental floss, toothpaste and, in the case of children, an inexpensive age-specific toy.

No. of Persons To Be Served: Approximately 4,000 persons (patients and family members) annually.

Project Budget:

<u>Personnel</u>		
Project Educator (1.2 FTE)	\$96,164	
Fringe Benefits	<u>26,926</u>	
		\$123,090
<u>Operating Expenses</u>		
Video Equipment	2,000	
Educational Materials	1,200	
Postage	1,000	
Staff Training	500	
Travel (conferences & workshops)	1,500	
Dental Care Kits (8,000 @ \$.80/each = \$6,400)	6,400	
Toys (5,539 @ \$.65 each = \$3,600)	<u>3,600</u>	16,200
<u>Indirect Costs</u>		<u>18,464</u>
Total		\$157,754

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Local Match; None

Comments:

1. Ms. Samantha Stephen of the DPH reports that if these State grant funds are reduced or terminated, the grant positions would be reduced or eliminated accordingly.
2. Ms. Stephen reports that the DPH has already submitted the application for this State grant. Therefore, the proposed legislation should be amended to authorize DPH to apply for this State grant retroactively.
3. Attached is the "Summary of Grant Request" as prepared by DPH, for the proposed grant funds.

Recommendation: Amend the proposed legislation to authorize the DPH to apply for this State grant retroactively and approve the proposed legislation as amended.

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California Dept. of Health Services

Grantor

Contact Person

Address

Dileep G. Bal, M.D.

6007 Folsom Blvd., 2nd fl.

Sacramento, CA 94134

Division

Section

Contact Person

Telephone

Application Deadline

Notification Expected

CPHS

Dental Bureau

Samantha Stephen

554-2570

10/22/90

Amount Requested

Term:

Health Commission

\$ 157,754

From 1/1/91 To 12/31/92

Board of Supervisors: Finance Committee

Full Board

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a) grant in the amount of \$ 157,754 from the period of 1/1/91 to 12/31/92 to provide Tobacco education for Children in community clinics services.

II. Summary: (Concise summary; need addressed; number + groups served; services and providers) Grant funds will be used to provide health education sessions on tobacco use, at three DPH dental clinics, to dental patients aged 5-17 and their families. Sessions will focus on the consequences of tobacco use, the Tobacco Industry's advertising techniques and discussions on how to say no to the use of tobacco.

III. Outcomes/Objectives:

IV. Effects of Reduction or Termination of These Funds:

	Col. A	Col. B	Col. C	Col. D	Req. Match	Approved by
	Two Years Ago	Past Year/Orig.	Proposed	Change		
Grant Amount			\$157,754			
Personnel			123,090			
Equipment			500			
Contract Svc.						
Mat. & Supp.			14,200			
Facilities/Space						
Other(Travel)			1,500			
Indirect Costs			18,464			

VI. Date Processing

	Col. A	Col. B	Col. C	Col. D	Req. Match	Approved by
	Two Years Ago	Past Year/Orig.	Proposed	Change		
Grant Amount			\$157,754			
Personnel			123,090			
Equipment			500			
Contract Svc.						
Mat. & Supp.			14,200			
Facilities/Space						
Other(Travel)			1,500			
Indirect Costs			18,464			

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

Will grant funded employees be retained after this grant terminates? If so, How? If grant funds are reduced or terminated, the grant positions would be reduced or eliminated accordingly.

VIII. Contractual Services: Open Bid Source Source (if sole source, attach Request for Exception Form)

Item 15 - File 146-90-83

Department: Department of Public Health (DPH)
Central Administration

Item: Resolution authorizing the Department of Public Health to apply for a new State grant.

Grant Amount: \$197,900

Source of Funds: State Department of Health Services

Grant Period: December 1, 1990 through November 30, 1991

Description: The proposed State grant would be used by the DPH to fund outreach activities aimed at persons residing in San Francisco who are lawful temporary residents of San Francisco, under the Immigration Reform and Control Act (IRCA). Specifically, the DPH is proposing to contract with the Coalition for Immigrant and Refugee Rights and Services (CIRRS) to deliver information to the project's target population in the following two categories: (1) where health services are available and how to obtain them and (2) the importance of identifying oneself as a temporary resident alien to service providers.

The DPH in collaboration with CIRRS would develop and distribute bilingual (Spanish/English) informational materials and utilize ethnic language media, including television, radio and newspapers, to inform the projects target population about health services. In addition to this outreach effort, a billfold-sized card would be developed and distributed, one side listing major health service sites, and the other side informing its carrier of the possibility of financial assistance for health benefits. Secondly, eligibility workers in community clinics would receive training on how and when to ask whether patients are temporary legal residents, in order that they can be given appropriate information on eligibility for health care and health care financing.

No. of Persons to be Served: 15,000 temporary legal residents.

Local Match: None

Indirect Costs: None

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Comments:

1. As of the writing of this report, the DPH was unable to provide budget details for the expenditure of this State grant. However, DPH reports that a detailed budget for expenditure of this State grant will be made available when DPH submits its request to the Board of Supervisors to accept and expend this grant.

2. DPH reports that the Department has already submitted the application for this State grant. Therefore, the proposed legislation should be amended to authorize DPH to apply for the proposed grant retroactively.

3. Attached is the "Summary of Grant Request" as prepared by DPH, for the proposed grant funds.

Recommendation:

Amend the proposed legislation to authorize DPH to apply for this State grant retroactively, and approve the proposed legislation as amended.

Grantor	State Department of Health Services	Division	Central Administration
Contact Person	Karen Nelson	Section	Planning
Address	714 P St., Rm. 540	Contact Person	Jan Ouren
	Sacramento, CA 95814	Telephone	554-2635
Amount Requested	\$ 197,900	Application Deadline	11/9/90
Term: From	12/1/90	Notification Expected	Not known
Health Commission		Board of Supervisors: Finance Committee	
		Full Board	

I. Item Description: Request to (apply for) ~~accept and expend~~ a (new) (continuation) (renewal) (augmentation) grant in the amount of \$197,900 from the period of 12/1/90 to 11/30/91 to provide materials and resources identifying health services available to lawful temporary residents of San Francisco.

II. Summary: (Context/history; need addressed; number & groups served; services and providers)
The San Francisco Department of Health will collaborate with the Coalition for Immigration Rights and Refugee Services (CIRRS) organization in design and development of informational and other resources identifying health services available to lawful temporary residents of San Francisco.

III. Outcomes/Objectives:

IV. Effects of Reduction or Termination of These Funds:

<u>V. Financial Information:</u>						
	<u>Col. A</u>	<u>Col. B</u>	<u>Col. C</u>	<u>Col. D</u>	<u>Req. Match</u>	<u>Approved by</u>
	<u>Two Years Ago</u>	<u>Past Year/Orig.</u>	<u>Proposed</u>	<u>Change</u>		
Grant Amount			<u>\$197,900</u>			
Personnel						
Equipment						
Contract Svc.						
Mat. & Supp.						
Facilities/Space						
Other						
Indirect Costs						

VI. Data Processing
(costs included above)

VII. Personnel
FT CSC _____
P/T CSC _____
Contractual _____

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

Will grant funded employees be retained after this grant terminates? If so, How?

*VIII. Contractual Services: Open Bid _____ Sole Source _____ (if sole source, attach Request for Exemption Form)

Grantor	State Department of Health Services	Division	Central Administration
Contact Person	Karen Nelson	Section	Planning
Address	714 P St., Rm. 540	Contact Person	Jan Ouren
	Sacramento, CA 95814	Telephone	554-2635
Amount Requested	\$ 197,900	Application Deadline	11/9/90
Term: From	12/1/90	To	11/30/91
Notification Expected	Not known		
Health Commission	Board of Supervisors: Finance Committee		
	Full Board		

I. Item Description: Request to (apply for) ~~purchase and expend~~ a (new) ~~(continuation)~~ ~~(allocation)~~ ~~(augmentation)~~ ~~(renewal)~~ grant in the amount of \$ 197,900 from the period of 12/1/90 to 11/30/91 to provide materials and resources identifying health services available to lawful temporary residents of San Francisco.

II. Summary: (Concise summary; need addressed; number + groups served; services and providers)
The San Francisco Department of Health will collaborate with the Coalition for Immigration Rights and Refugee Services (CIRRS) organization in design and development of informational and other resources identifying health services available to lawful temporary residents of San Francisco.

III. Outcomes/Objectives:

IV. Effects of Reduction or Termination of These Funds:

	Col. A	Col. B	Col. C	Col. D	Req. Match	Approved by
	Two Years Ago	Past Year/Orig.	Proposed	Change		
Grant Amount			\$197,900			
Personnel						
Equipment						
*Contract Svc.						
Mat. & Supp.						
Facilities/Space						
Other						
Indirect Costs						

VI. Data Processing
(see to included above)

<u>VII. Personnel</u>						
F/T CSC						
P/T CSC						
Contractual						

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

Will grant funded employees be retained after this grant terminates? If so, How?

*VIII. Contractual Services: Open Bid _____ Sole Source _____ (if sole source, attach Request for Exemption Form)

Item 16 - File 146-90-84

Department: Department of Public Health (DPH), Bureau of Health Promotion

Item: Resolution authorizing the Department of Public Health to apply for a Federal grant.

Grant Amount: \$5,200

Source of Funds: Centers for Disease Control

Grant: February 28, 1991 to February 28, 1992

Project Description: The proposed Federal grant would be used by DPH to fund a two-day training conference, for Public Health Educators, which would provide the opportunity for participants to review and/or exchange information on HIV infection, its behavioral and psychosocial implications and to explore a variety of public health education strategies. The training conference is to be held in San Francisco in March 15-16, 1991. 40 to 50 Public Health Educators are expected to attend.

Project Budget:	<u>Travel</u>		
	Airfare (1 speaker)	\$500	
	Panelist Mileage	50	
	Parking Fees	<u>96</u>	
	Subtotal		\$ 646
	<u>Hotel Accommodations</u>		
	2 Speakers x \$110 per/night	\$220	
	2 Speakers x \$50 per/diem	100	
	1 Speaker x \$120	<u>120</u>	
			440
	<u>Materials & Supplies</u>		
	Educational Materials	\$1,250	
	Photocopying	250	
	Brochure Production	200	
	Postage	<u>244</u>	
			1,944

BOARD OF SUPERVISORS
BUDGET ANALYST

<u>Other</u>	
Speakers Fees	\$450
Rental Space	500
Participants Lunch	750
Fee Stipends	<u>270</u>
	1,970
<u>Equipment Rental</u>	<u>200</u>
Total	\$5,200

Local Match: None

Indirect Costs: None

Comments: 1. DPH reports that the Department has already submitted the application for the proposed Federal grant. Therefore, the proposed legislation should be amended to authorize the DPH to apply for the proposed grant retroactively.

2. Attached is the "Summary of Grant Request", as prepared by DPH, for the proposed grant funds.

Recommendation: Amend the proposed legislation to authorize the DPH to apply for the proposed grant retroactively, and approve the proposed legislation as amended.

BOARD OF SUPERVISORS
BUDGET ANALYST

Grantor Center for Disease Control
 Contact Person Henry Cassel, III
 Address 255 E. Paces Ferry Rd., NE
Atlanta, GA 30305
 Amount Requested \$ 5,200
 Term: From 2/28/91 To 2/28/92
 Health Commission _____ Board of Supervisors: Finance Committee _____

Division CPHS
 Section Health Promotion & Educ.
 Contact Person Garth Collins
 Telephone 554-2742
 Application Deadline November 1, 1990
 Notification Expected February 28, 1991
 Full Board _____

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation) to a grant in the amount of \$ 5,200 from the period of 2/28/91 to 2/28/92 to provide support for regional training for public health educators.
 (Circle appropriate words)

II. Summary: (Concise history; need addressed; number & groups served; services and providers)
 Grant will support a two day training on HIV disease designed for public health educator
 The training has been scheduled in the past. This will be the fourth annual training called "Face the Facts". It provides training specifically useful for updating practitioners in the field of community public health education. We anticipate fifty participants will attend.

III. Outcomes/Objectives:
 Identification of 3 emerging prevention strategies associated with the delivery of HIV-related services. Identification of 2 public health policies that can be integrated in AIDS prevention programs. Identification of cross-cultural issues in HIV prevention.

IV. Effects of Reduction or Termination of These Funds:
 None - Specifically one time funding for two-day annual workshop.

V. Financial Information:

	<u>Col. A</u> Two Years Ago	<u>Col. B</u> Past Year/Orig.	<u>Col. C</u> Proposed	<u>Col. D</u> Change	<u>Req. Match</u>	<u>Approved by</u>
Grant Amount	N/A	N/A	\$5,200			
Personnel						
Equipment (rental)			\$ 200			
Contract Svc.						
Mat. & Supp.			\$ 1,944			
Facilities/Space						
Other			3,056			
Indirect Costs						

VI. Data Processing

(costs included above)

VII. Personnel

F/T CSC				
P/T CSC				
Contractual				

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

Will grant funded employees be retained after this grant terminates? If so, How?

*VIII. Contractual Services: Open Bid _____ Sole Source _____ (if sole source, attach Request for Exemption Form)

Items 17 and 18 - File 198-90-3 and 198-90-4

Departments: Superior Court
Municipal Court

Item: Item 17 (File 198-90-3) is a resolution increasing filing fees in Civil cases in the Superior Court in accordance with State Government Code Sections 26820.4, 26820.8, 26826, 26827, 26840.3, 26840.4, 26863, 68090, 68090.7.

Item 18 (File 198-90-4) is a resolution increasing filing fees in Civil cases in the Municipal Court in accordance with State Government Code Sections 72055, 72056, 26863, 68090, and 76381.5 (d).

Description: The State Government Code allows the Superior Court and Municipal Court to increase filing fees on January 1, of odd-numbered years with the approval of the Board of Supervisors. The Superior Court and Municipal Court request the following increases in fees to become effective January 1, 1991:

	Present Fee <u>Level</u>	1/1/91 Proposed <u>Fee Level</u>	<u>Increase</u>	<u>Percentage Change</u>
Superior Court				
Complaint:				
Clerk filing fees	\$79.00	\$86.00	\$7.00	8.9%
Reporter	19.00	19.00	0	0
Law Library	18.00	18.00	0	0
Judges Retirement	3.00	3.00	0	0
Dispute Resolution	<u>3.00</u>	<u>3.00</u>	<u>0</u>	<u>0</u>
Total	\$122.00	\$129.00	\$7.00	5.7%
Micrographics fee	1.00	3.00	2.00	200%
Conciliation fee	10.00	22.00	12.00	120%
Answer:				
Clerk filing fee	\$50.00	\$56.00	\$6.00	12%
Reporter	19.00	19.00	0	0
Law Library	18.00	18.00	0	0
Judges Retirement	3.00	3.00	0	0
Dispute Resolution	<u>3.00</u>	<u>3.00</u>	<u>0</u>	<u>0</u>
Total	\$93.00	\$99.00	\$6.00	6.4%
Micrographics fee	1.00	3.00	2.00	200%
Conciliation fee	10.00	22.00	12.00	120%

BOARD OF SUPERVISORS
BUDGET ANALYST

	Present Fee	1/1/91 Proposed	Percentage	
	<u>Level</u>	<u>Fee Level</u>	<u>Increase</u>	<u>Change</u>
Municipal Court				
Complaint:				
Clerk filing fee	\$23.50	\$28.50	\$5.00	21.3%
Judges Retirement	2.00	2.00	0	0
Law Library	18.00	18.00	0	0
Court Reporters	<u>9.50</u>	<u>9.50</u>	<u>0</u>	<u>0</u>
Total	\$53.00	\$58.00	\$5.00	9.4%
Micrographics fee	1.00	3.00	2.00	200%
Courthouse Construction	5.00	10.00	5.00	100%
Answer:				
Clerk filing fee	17.50	22.50	5.00	28.6%
Judges Retirement	2.00	2.00	0	0
Law Library	18.00	18.00	0	0
Court Reporters	<u>9.50</u>	<u>9.50</u>	<u>0</u>	<u>0</u>
Total	\$47.00	\$52.00	\$5.00	10.6%
Micrographics Fee	1.00	3.00	2.00	200%
Courthouse Construction	5.00	10.00	5.00	100%

The Superior Court has also requested an increase in micrographics fees (for printing costs) pursuant to recently enacted State legislation, and an increase in conciliation fees for the Conciliation Court from \$10 to \$22, as allowed by existing State statute.

Also, as noted above, the Municipal Court proposes an increase in fees for micrographics (printing) and for courthouse construction.

Comments:

1. In September of 1990, the Superior and Municipal Courts proposed increasing filing fees (effective January 1, 1991), in addition to reducing service and equipment expenditures, in order to offset anticipated budget reductions resulting from the State budget cuts. The Superior Court anticipates that the requested increase in filing fees, as detailed above, would result in an increase in fee revenues of approximately \$140,000 for the period January 1, 1991 through June 30, 1991. The Municipal Court expects to receive approximately \$135,000 in increased fee revenues for the period January 1, 1991 through June 30, 1991. On an annual basis, the Superior and Municipal Courts would

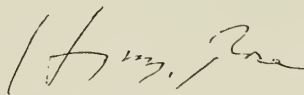
BOARD OF SUPERVISORS
BUDGET ANALYST

receive approximately \$280,000 and \$270,000, respectively. These projected fee revenues are needed to eliminate the need for any additional General Fund revenues for the balance of Fiscal Year 1990-91 for both the Superior and Municipal Courts. Based on the Superior and Municipal Courts' projected expenditures and revenues, the requests to increase fees are justified.

2. State statute provides that filing fees for the Superior and Municipal Courts, excluding micrographic fees, courthouse construction fees, and conciliation fees, may only be increased by six percent, or a rate equivalent to the CPI, whichever is smaller, every two years. For the two-year period, December, 1987 through December, 1989, the CPI was 8.5 percent. The Superior Court last increased its filing fees on January 1, 1989. Therefore, the Superior Court may request a six percent increase in the filing fees. The Municipal Court has not increased filing fees since January 1, 1987. Therefore, the Municipal Court may request a twelve percent increase to cover the past four years.

3. As presented above, the total combined filing fees for complaints in the Superior Court would increase by 5.7 percent and the total combined filing fees for answers would increase by 6.4 percent (The percentage increase is greater than six percent due to rounding the proposed increase up to the nearest dollar, which is permissible). The total combined filing fees for complaints in the Municipal Court would increase by 9.4 percent and the total combined filing fees for answers would increase by 10.6 percent.

Recommendation: Approve the proposed resolutions.



Harvey M. Rose

cc: Supervisor Walker
Supervisor Maher
Supervisor Hallinan
President Britt
Supervisor Alioto
Supervisor Gonzalez
Supervisor Hongisto
Supervisor Hsieh
Supervisor Kennedy
Supervisor Nelder
Supervisor Ward

Clerk of the Board
Legislative Policy Analysts
Chief Administrative Officer
Controller
Carol Wilkins
Ted Lakey

BOARD OF SUPERVISORS
BUDGET ANALYST

GOVT DOCUMENTS
PUBLIC LIBRARY
CIVIC CENTER

ACTIONS TAKEN DOCUMENTS DEPT.

CALENDAR

MEETING OF

FINANCE COMMITTEE

BOARD OF SUPERVISORS

CITY AND COUNTY OF SAN FRANCISCO

DEC 11

SAN FRANCISCO
PUBLIC LIBRARY

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#2
12/5/90

WEDNESDAY, DECEMBER 5, 1990 - 2:00 P.M. ROOM 228, CITY HALL

MEMBERS: SUPERVISORS WALKER, MAHER, HALLINAN

ABSENT: SUPERVISOR MAHER, ITEM 1

CLERK: PATRICIA J. ENG

NOTE: Copies of the Budget Analyst's Report will be available for review on the counter in the Office of the Clerk of the Board, Room 235, City Hall, 10:00 a.m. the date of the meeting.

CONSENT CALENDAR

1. All matters listed hereunder constitute a Consent Calendar, are considered to be routine by the Finance Committee, and will be acted upon by a single roll-call vote of the committee. There will be no separate discussion of these items unless a member of the committee or a member of the public so requests, in which event the matter shall be removed from the Consent Calendar and considered as a separate item:

- a) File 23-90-5. [Government Funding] Resolution waiving the Statute of Limitations with respect to payment of two certain warrants of the City and County of San Francisco, in the sum totalling \$372.00 a legal obligation of the City and County of San Francisco. (Controller)
- b) File 23-90-6. [Government Funding] Resolution waiving the Statute of Limitations with respect to payment of six certain warrants of the City and County of San Francisco, in the sum totalling \$10,697.29 a legal obligation of the City and County of San Francisco. (Controller)
- c) File 101-87-13.13. [Release of Funds] Requesting release of reserved funds, Fire Department, in the amount of \$174,000, to complete the AWSS Pressure Gauges Project (J.O. 6331E) Project #610-01 - Access Roads, Ordinance No. 394-87. (Fire Department)

ACTION: ITEM 1c SEVERED. REMAINDER OF CONSENT CALENDAR RECOMMENDED.

ITEM 1c, File 101-87-13.13. FILED.

REGULAR CALENDAR

2. File 97-90-56 . [Grant Applications] Ordinance amending Part I, Chapter 10 of the San Francisco Administrative Code by amending Sections 10.170, 10.170-2 and 10.170-4 thereof, to exclude the requirement, with some exceptions, that the Board of Supervisors be required to approve applications for grants by City officers, employees, boards or commissions. (Supervisor Walker)

(Continued from 11/28/90.)

ACTION: AMENDMENT OF THE WHOLE BEARING SAME TITLE ADOPTED.
RECOMMENDED AS AMENDED.

3. File 65-90-4.1. [Lease Amendment] Ordinance approving seventh amendment to the stadium lease between the City and County of San Francisco by and through its Recreation and Park Commission and the San Francisco Forty Niners. (Recreation and Park Department)

ACTION: RECOMMENDED.

4. File 97-90-57. [Credit Cards and Automatic Teller Cards] Ordinance amending Administrative Code by adding Section 10.11-2 thereto, to authorize the Recreation and Park Commission of the City and County of San Francisco to accept payments by credit cards and automatic teller machine cards. (Recreation and Park Department)

ACTION: AMENDED (See File for detail.) NEW TITLE: "[Credit Cards and Automatic Teller Cards] ORDINANCE AMENDING ADMINISTRATIVE CODE BY ADDING SECTION 10.11-2 THERETO, TO AUTHORIZE THE RECREATION AND PARK COMMISSION OF THE CITY AND COUNTY OF SAN FRANCISCO TO ACCEPT PAYMENTS BY CREDIT CARDS AND AUTOMATIC TELLER MACHINE CARDS FOR PAYMENTS THAT ARE TEN DOLLARS OR GREATER; EXPIRATION DATE DECEMBER 31, 1991."
RECOMMENDED AS AMENDED.

5. File 97-90-59. [Sale of Health Materials and Services] Ordinance amending Administrative Code, by adding Sections 8.33, 10.117-106, and 19A.24, to authorize the Director of Public Health to sell health-related materials and ambulance services and establishing a fund for revenues derived from such sales. (Department of Public Health)

ACTION: CONTINUED TO CALL OF THE CHAIR.

6. File 101-90-26. [Government Funding] Ordinance appropriating \$77,697, Board of Supervisors, for membership dues; subject of previous budgetary denial. RO #90103 (Controller)

ACTION: RECOMMENDED.

7. File 82-90-10. [Acquisition - Noise Easements] Resolution authorizing acquisition of approximately 83 noise easements in the City of Millbrae for purposes of airport noise mitigation. (Real Estate Department)

ACTION: RECOMMENDED.

8. File 146-90-86. [Grant - Federal Funds] Resolution authorizing the Department of Public Health, Bureau of Communicable Disease Control, Tuberculosis Control Division, to accept and expend a grant supplemental of \$53,825, from the Department of Health and Human Services for the Tuberculosis Control Project.
(Mayor)

ACTION: RECOMMENDED.

9. File 146-90-87. [Grant - State] Resolution authorizing the Department of Public Health, Central Administration, Management Information Systems, to accept and expend a grant of \$520,800 from the State Department of Health Services for an automated Medically Indigent Care Reporting System (MICRS) for the City of San Francisco. (Mayor)

ACTION: AMENDED AS FOLLOWS: Line 6, after "MANAGEMENT INFORMATION SYSTEMS, TO" insert "APPLY FOR,"; Line 9, after "SAN FRANCISCO" insert "; PROVIDING FOR RATIFICATION OF ACTION PREVIOUSLY TAKEN"; Line 12, after "is hereby authorized to" insert "apply for,"; Line 15, after "Francisco" insert "; providing for ratification of action previously taken". NEW TITLE: "[Grant - State] RESOLUTION AUTHORIZING THE DEPARTMENT OF PUBLIC HEALTH, CENTRAL ADMINISTRATION, MANAGEMENT INFORMATION SYSTEMS, TO APPLY FOR, ACCEPT AND EXPEND A GRANT OF \$520,800 FROM THE STATE DEPARTMENT OF HEALTH SERVICES FOR AN AUTOMATED MEDICALLY INDIGENT CARE REPORTING SYSTEM (MICRS) FOR THE CITY OF SAN FRANCISCO; PROVIDING FOR RATIFICATION OF ACTION PREVIOUSLY TAKEN." RECOMMENDED AS AMENDED.

10. File 153-90-6. [Authorizing Acceptance HHS Grant of \$436,800] Resolution authorizing the Department of Social Services to apply for, accept, and expend a grant from the Department of Health and Human Services, Maternal and Child Health Bureau in the amount of \$436,800 for development of case management services to medically fragile and HIV positive infants.
(Supervisor Walker)

ACTION: AMENDED AS FOLLOWS: Line 2, after "TO APPLY FOR" insert "A THREE YEAR GRANT IN THE AMOUNT OF \$436,800"; Line 3, after "AND EXPEND A GRANT" insert "IN THE AMOUNT OF \$120,000 FOR THE FIRST YEAR OF OPERATION"; Line 4, after "MATERNAL AND CHILD HEALTH BUREAU" delete "IN THE AMOUNT OF \$436,800"; Line 6, after "HIV POSITIVE INFANTS" insert "; PROVIDING FOR RATIFICATION OF ACTION PREVIOUSLY TAKEN"; Line 27, after "to apply for" insert "a three year grant in the amount of \$436,800"; after "in the amount of" strike "\$436,800" and substitute "\$120,000 for the first year of operation"; Line 29, after "and Child Health" insert "; providing for ratification of action previously taken". NEW TITLE: [Authorizing Acceptance HHS Grant of \$436,800] RESOLUTION AUTHORIZING THE DEPARTMENT OF SOCIAL SERVICES TO APPLY FOR A THREE YEAR GRANT IN THE AMOUNT OF \$436,800, ACCEPT AND EXPEND A GRANT IN THE AMOUNT OF \$120,000 FOR THE FIRST YEAR OF OPERATION FROM THE DEPARTMENT OF HEALTH AND HUMAN SERVICES, MATERNAL AND CHILD HEALTH BUREAU FOR DEVELOPMENT OF CASE MANAGEMENT SERVICES TO MEDICALLY FRAGILE AND HIV POSITIVE INFANTS; PROVIDING FOR RATIFICATION OF ACTION PREVIOUSLY TAKEN." RECOMMENDED AS AMENDED.

11. File 209-90-2. [California Academy of Sciences] Resolution approving the California Academy of Sciences admission fee increases with respect to buildings under its control. (Supervisor Walker)

ACTION: RECOMMENDED.

12. File 100-90-1.5. [Release of Funds] Requesting release of reserved funds, Department Public Health, Community Substance Abuse Services, in the amount of \$1,039,530, for methadone related services. (Health Commission)

ACTION: RELEASE OF \$1,039,530 RECOMMENDED. (Supervisor Maher dissenting in Committee.) FILED.

13. File 100-90-14. To consider whether the Board of Supervisors should request the Mayor to provide an appropriation in next year's budget for a feasibility study on municipalizing PG&E. (Supervisor Hallinan)

ACTION: HEARING HELD. RESOLUTION (as presented by Supervisor Hallinan in Committee) PREPARED IN AND REPORTED OUT OF COMMITTEE ENTITLED: "[Municipalization of PG&E] RESOLUTION URGING THE MAYOR TO INCLUDE AN APPROPRIATION OF FUNDS IN THE FISCAL YEAR 1991-92 BUDGET FOR THE PURPOSE OF FUNDING A FEASIBILITY STUDY OF THE MUNICIPALIZATION OF PG&E FACILITIES AND SERVICES." RECOMMENDED. (Supervisor Maher dissenting in Committee.)

14. File 101-90-29. To consider Expanded Planning Advisory Group's Report on the Division of Mental Health, Substance Abuse and Forensic Services, in accordance with the Annual Appropriation Ordinance. (Supervisor Walker)

ACTION: CONTINUED TO 12/12/90.

NOTE: It is the intention of the Chair to entertain a motion to file or table the following items:

15. File 15-90-5. Hearing to consider current Taxi Cab fees in the City and County of San Francisco. (Supervisor Kennedy)

ACTION: FILED.

16. File 174-89-1. [Proposition 90] Ordinance amending Article 1 of Chapter 10 of the San Francisco Administrative code by adding thereto Section 10.3-4, adopting the provisions of Subdivision (a) of Section 2 of Article XIII A of the California Constitution, as amended at the November 8, 1988 election, allowing homeowners over the age of 55 to transfer base year values of their previous primary residence in another California county to a new primary residence purchased or constructed in San Francisco after the effective date of this ordinance. (Supervisor Kennedy)

ACTION: TABLED.

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CORRECTED COPY
See Item 2

CALENDAR - ACTIONS TAKEN
MEETING OF
FINANCE COMMITTEE
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

WEDNESDAY, DECEMBER 5, 1990 - 2:00 P.M. ROOM 228, CITY HALL

MEMBERS: SUPERVISORS WALKER, MAHER, HALLINAN

ABSENT: SUPERVISOR MAHER, ITEM 1

CLERK: PATRICIA J. ENG

NOTE: Copies of the Budget Analyst's Report will be available for review on the counter in the Office of the Clerk of the Board, Room 235, City Hall, 10:00 a.m. the date of the meeting.

CONSENT CALENDAR

1. All matters listed hereunder constitute a Consent Calendar, are considered to be routine by the Finance Committee, and will be acted upon by a single roll-call vote of the committee. There will be no separate discussion of these items unless a member of the committee or a member of the public so requests, in which event the matter shall be removed from the Consent Calendar and considered as a separate item:
 - a) File 23-90-5. [Government Funding] Resolution waiving the Statute of Limitations with respect to payment of two certain warrants of the City and County of San Francisco, in the sum totalling \$372.00 a legal obligation of the City and County of San Francisco. (Controller)
 - b) File 23-90-6. [Government Funding] Resolution waiving the Statute of Limitations with respect to payment of six certain warrants of the City and County of San Francisco, in the sum totalling \$10,697.29 a legal obligation of the City and County of San Francisco. (Controller)
 - c) File 101-87-13.13. [Release of Funds] Requesting release of reserved funds, Fire Department, in the amount of \$174,000, to complete the AWSS Pressure Gauges Project (J.O. 6331E) Project #610-01 - Access Roads, Ordinance No. 394-87. (Fire Department)

ACTION: ITEM 1c SEVERED. REMAINDER OF CONSENT CALENDAR RECOMMENDED.

ITEM 1c, File 101-87-13.13. FILED.

REGULAR CALENDAR

2. File 97-90-56. [Grant Applications] Ordinance amending Part 1, Chapter 10 of the San Francisco Administrative Code by amending Sections 10.170, 10.170-2 and 10.170-4 thereof, to amend the procedures used by the Board of Supervisors in considering and approving applications for grants by City officers, employees, boards or commissions. (Supervisor Walker)

(Continued from 11/28/90.)

ACTION: AMENDMENT OF THE WHOLE BEARING SAME TITLE ADOPTED.
RECOMMENDED AS AMENDED.

3. File 65-90-4.1. [Lease Amendment] Ordinance approving seventh amendment to the stadium lease between the City and County of San Francisco by and through its Recreation and Park Commission and the San Francisco Forty Niners. (Recreation and Park Department)

ACTION: RECOMMENDED.

4. File 97-90-57. [Credit Cards and Automatic Teller Cards] Ordinance amending Administrative Code by adding Section 10.11-2 thereto, to authorize the Recreation and Park Commission of the City and County of San Francisco to accept payments by credit cards and automatic teller machine cards. (Recreation and Park Department)

ACTION: AMENDED (See File for detail.) NEW TITLE: "[Credit Cards and Automatic Teller Cards] ORDINANCE AMENDING ADMINISTRATIVE CODE BY ADDING SECTION 10.11-2 THERETO, TO AUTHORIZE THE RECREATION AND PARK COMMISSION OF THE CITY AND COUNTY OF SAN FRANCISCO TO ACCEPT PAYMENTS BY CREDIT CARDS AND AUTOMATIC TELLER MACHINE CARDS FOR PAYMENTS THAT ARE TEN DOLLARS OR GREATER; EXPIRATION DATE DECEMBER 31, 1991."
RECOMMENDED AS AMENDED.

5. File 97-90-59. [Sale of Health Materials and Services] Ordinance amending Administrative Code, by adding Sections 8.33, 10.117-106, and 19A.24, to authorize the Director of Public Health to sell health-related materials and ambulance services and establishing a fund for revenues derived from such sales. (Department of Public Health)

ACTION: CONTINUED TO CALL OF THE CHAIR.

6. File 101-90-26. [Government Funding] Ordinance appropriating \$77,697, Board of Supervisors, for membership dues; subject of previous budgetary denial. RO #90103 (Controller)

ACTION: RECOMMENDED.

7. File 82-90-10. [Acquisition - Noise Easements] Resolution authorizing acquisition of approximately 83 noise easements in the City of Millbrae for purposes of airport noise mitigation. (Real Estate Department)

ACTION: RECOMMENDED.

8. File 146-90-86. [Grant - Federal Funds] Resolution authorizing the Department of Public Health, Bureau of Communicable Disease Control, Tuberculosis Control Division, to accept and expend a grant supplemental of \$53,825, from the Department of Health and Human Services for the Tuberculosis Control Project. (Mayor)

ACTION: RECOMMENDED.

9. File 146-90-87. [Grant - State] Resolution authorizing the Department of Public Health, Central Administration, Management Information Systems, to accept and expend a grant of \$520,800 from the State Department of Health Services for an automated Medically Indigent Care Reporting System (MICRS) for the City of San Francisco. (Mayor)

ACTION: AMENDED AS FOLLOWS: Line 6, after "MANAGEMENT INFORMATION SYSTEMS, TO" insert "APPLY FOR,"; Line 9, after "SAN FRANCISCO" insert "; PROVIDING FOR RATIFICATION OF ACTION PREVIOUSLY TAKEN"; Line 12, after "is hereby authorized to" insert "apply for,"; Line 15, after "Francisco" insert "; providing for ratification of action previously taken". NEW TITLE: "[Grant - State] RESOLUTION AUTHORIZING THE DEPARTMENT OF PUBLIC HEALTH, CENTRAL ADMINISTRATION, MANAGEMENT INFORMATION SYSTEMS, TO APPLY FOR, ACCEPT AND EXPEND A GRANT OF \$520,800 FROM THE STATE DEPARTMENT OF HEALTH SERVICES FOR AN AUTOMATED MEDICALLY INDIGENT CARE REPORTING SYSTEM (MICRS) FOR THE CITY OF SAN FRANCISCO; PROVIDING FOR RATIFICATION OF ACTION PREVIOUSLY TAKEN." RECOMMENDED AS AMENDED.

10. File 153-90-6. [Authorizing Acceptance HHS Grant of \$436,800] Resolution authorizing the Department of Social Services to apply for, accept, and expend a grant from the Department of Health and Human Services, Maternal and Child Health Bureau in the amount of \$436,800 for development of case management services to medically fragile and HIV positive infants. (Supervisor Walker)

ACTION: AMENDED AS FOLLOWS: Line 2, after "TO APPLY FOR" insert "A THREE YEAR GRANT IN THE AMOUNT OF \$436,800"; Line 3, after "AND EXPEND A GRANT" insert "IN THE AMOUNT OF \$120,000 FOR THE FIRST YEAR OF OPERATION"; Line 4, after "MATERNAL AND CHILD HEALTH BUREAU" delete "IN THE AMOUNT OF \$436,800"; Line 6, after "HIV POSITIVE INFANTS" insert "; PROVIDING FOR RATIFICATION OF ACTION PREVIOUSLY TAKEN"; Line 27, after "to apply for" insert "a three year grant in the amount of \$436,800"; after "in the amount of" strike \$436,800" and substitute "\$120,000 for the first year of operation"; Line 29, after "and Child Health" insert "; providing for ratification of action previously taken". NEW TITLE: [Authorizing Acceptance HHS Grant of \$436,800] RESOLUTION AUTHORIZING THE DEPARTMENT OF SOCIAL SERVICES TO APPLY FOR A THREE YEAR GRANT IN THE AMOUNT OF \$436,800, ACCEPT AND EXPEND A GRANT IN THE AMOUNT OF \$120,000 FOR THE FIRST YEAR OF OPERATION FROM THE DEPARTMENT OF HEALTH AND HUMAN SERVICES, MATERNAL AND CHILD HEALTH BUREAU FOR DEVELOPMENT OF CASE MANAGEMENT SERVICES TO MEDICALLY FRAGILE AND HIV POSITIVE INFANTS; PROVIDING FOR RATIFICATION OF ACTION PREVIOUSLY TAKEN." RECOMMENDED AS AMENDED.

11. File 209-90-2. [California Academy of Sciences] Resolution approving the California Academy of Sciences admission fee increases with respect to buildings under its control. (Supervisor Walker)

ACTION: RECOMMENDED.

12. File 100-90-1.5. [Release of Funds] Requesting release of reserved funds, Department Public Health, Community Substance Abuse Services, in the amount of \$1,039,530, for methadone related services. (Health Commission)

ACTION: RELEASE OF \$1,039,530 RECOMMENDED. (Supervisor Maher dissenting in Committee.) FILED.

13. File 100-90-14. To consider whether the Board of Supervisors should request the Mayor to provide an appropriation in next year's budget for a feasibility study on municipalizing PG&E. (Supervisor Hallinan)

ACTION: HEARING HELD. RESOLUTION (as presented by Supervisor Hallinan in Committee) PREPARED IN AND REPORTED OUT OF COMMITTEE ENTITLED: "[Municipalization of PG&E] RESOLUTION URGING THE MAYOR TO INCLUDE AN APPROPRIATION OF FUNDS IN THE FISCAL YEAR 1991-92 BUDGET FOR THE PURPOSE OF FUNDING A FEASIBILITY STUDY OF THE MUNICIPALIZATION OF PG&E FACILITIES AND SERVICES." RECOMMENDED. (Supervisor Maher dissenting in Committee.)

14. File 101-90-29. To consider Expanded Planning Advisory Group's Report on the Division of Mental Health, Substance Abuse and Forensic Services, in accordance with the Annual Appropriation Ordinance. (Supervisor Walker)

ACTION: CONTINUED TO 12/12/90.

NOTE: It is the intention of the Chair to entertain a motion to file or table the following items:

15. File 15-90-5. Hearing to consider current Taxi Cab fees in the City and County of San Francisco. (Supervisor Kennedy)

ACTION: FILED.

16. File 174-89-1. [Proposition 90] Ordinance amending Article 1 of Chapter 10 of the San Francisco Administrative code by adding thereto Section 10.3-4, adopting the provisions of Subdivision (a) of Section 2 of Article XIII A of the California Constitution, as amended at the November 8, 1988 election, allowing homeowners over the age of 55 to transfer base year values of their previous primary residence in another California county to a new primary residence purchased or constructed in San Francisco after the effective date of this ordinance. (Supervisor Kennedy)

ACTION: TABLED.

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CITY AND COUNTY



OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415)554-7642

December 5, 1990

TO: Finance Committee

FROM: Budget Analyst - Recommendations

SUBJECT: December 5, 1990 Finance Committee Meeting

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Item 1a - File 23-90-5

Item: The proposed resolution would authorize the waiving of the Statute of Limitations pertaining to the payment of warrants of the City and County of San Francisco.

Description: The Statute of Limitations for these warrants is three years. If approved, this resolution would authorize the Controller to replace the following two warrants which were previously issued to Mr. Robert N. Beechinor, a private attorney, but were misplaced.

Fiscal Year

<u>Issued</u>	<u>Warrant No.</u>	<u>Amount</u>	<u>Purpose</u>
1984-85	560-8115552	\$186.00	Attorney's fees
1984-85	560-8118274	<u>\$186.00</u>	Attorney's fees
Total		\$372.00	

Pursuant to a Writ of Execution, the funds were collected from the defendant in a legal action and deposited in the Sheriff's Trust Fund. The Controller's Financial Services Division then issued warrants for the funds to Mr. Beechinor. These warrants were subsequently misplaced and never delivered to Mr. Beechinor.

Memo to Finance Committee
December 5, 1990

The Controller's Office has verified that funds are available and that the original warrants have been cancelled by the Controller.

Recommendation: Approve the proposed resolution.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 1b - File 23-90-6

Item: The proposed resolution would authorize the waiving of the Statute of Limitations pertaining to the payment of warrants of the City and County of San Francisco.

Description: The Statute of Limitations for these warrants is three years. If approved, this resolution would authorize the Controller to replace the following six warrants, which were previously issued to Mr. George Emanuel, a City employee, but were misplaced.

<u>Fiscal Year</u> <u>Issued</u>	<u>Warrant No.</u>	<u>Amount</u>	<u>Purpose</u>
1976-77	550-351330	\$16.00	Health benefits
1983-84	515-4156695	200.00	Salary warrant
1983-84	515-4157480	200.00	Salary warrant
1984-85	516-9003307	5,546.40	Salary warrant
1984-85	550-2021746	4,723.85	Disability benefits
1985-86	550-2062327	<u>11.04</u>	Disability benefits
Total		\$10,697.29	

The warrants listed above were issued through the Controller's Financial Services Division. The Controller's Office has verified that funds are available and that the original warrants have been cancelled by the Controller.

Recommendation: Approve the proposed resolution.

Item 1c - File 101-87-13.13

Department: Fire Department

Item: Request for release of reserved funds previously approved for capital improvement projects. The funds were reserved pending the submission of detailed cost estimates for the purchase and installation of high pressure water systems.

Amount: \$174,000

Source of Funds: 1986 Fire Protection Bond (Proposition A) funds

Description: In November of 1986, City voters approved the issuance of Fire Protection System Improvement Bonds (Proposition A). Funds from the bond sale in the amount of \$46,200,000 are to be used for the improvement of the City's fire protection system.

In September of 1987, the Board of Supervisors approved the Fire Department's \$29,364,300 supplemental appropriation request from the 1986 bond funds for capital improvement projects (File 101-87-13). At that time, the Board of Supervisors placed \$25,092,300 of those appropriated funds on reserve for the purchase and installation of the high pressure water system, pending additional details and contract awards.

The Fire Department which had requested the release of \$174,000 for access roads from the \$25,092,300 in previously reserved funds now wishes to withdraw this request and asks that this item be filed.

Recommendation: File this item as requested by the Fire Department.

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Item 2 - File 97-90-56

Note: This item was continued by the Finance Committee at its meeting of November 28, 1990. An Amendment of the Whole was approved by the Finance Committee. This request reflects the Amendment of the Whole.

Item: Ordinance amending Part I, Chapter 10 of the San Francisco Administrative Code by amending Sections 10.170, 10.170-2, and 10.170-4 thereof, to amend the procedures used by the Board of Supervisors in considering and approving applications for grants by City officers, employees, boards, and commissions.

Description: Pursuant to the San Francisco Administrative Code, the Board of Supervisors presently must approve all applications for Federal, State, or private grants made by City officers, employees, boards and commissions.

The proposed ordinance, which has been amended, would modify the requirement of having the Board of Supervisors approve applications for grants made by City officers, employees, boards or commissions. Instead of requiring City departments to submit a resolution to the Board of Supervisors for approval of the application for grant funds, the ordinance would require City departments to submit a letter of intent to apply for a grant to the Board of Supervisors, prior to the submission of the grant application by the City Department. A draft resolution would be introduced during the Committee hearing to be prepared in and reported out to the full Board of Supervisors.

The Department must notify the Clerk of the Board of Supervisors by noon, on the Wednesday preceding the scheduled Monday meeting of the Board of Supervisors. At the Monday meeting of the Board of Supervisors, the letter of intent would be immediately referred to the appropriate Committee for hearing and recommendation. Therefore, the grant would be heard two days later on Wednesday, assuming the Finance Committee continues to approve the grants. At the Committee hearing, the department would introduce the grant application resolution for consideration by the Committee. If the Committee agrees, the proposed resolution can then be prepared in and reported out of Committee at the same time. The Board of Supervisors would then approve or disapprove the grant application resolution at its next meeting the following Monday. Based on the above process, a resolution authorizing the City department to apply for a grant could be approved by the Board of Supervisors within 12 to 19 days.

BOARD OF SUPERVISORS
BUDGET ANALYST

The letter of intent, together with a copy of the grant announcement or RFP, must provide the Board of Supervisors with the following information:

- A description of the options for projects funded through the available funding source;
- A summary of the proposed grant project;
- The required level of City matching funds needed for the grant program;
- The expected term of the grant and the expectations for future program funding;
- The maximum amount that can be awarded under the grant application;
- The number of new Civil Service positions that will be created and funded by the grant project;
- A description of the population to be served by the proposed grant project, including an assessment of the need for the grant project.

The proposed ordinance also clarifies the requirement that the Controller certify that grant applications include appropriate indirect costs. Presently, resolutions authorizing the application for grant funds must be recommended by the Mayor and certified by the Controller that appropriate indirect costs have been included in the grant application. The proposed ordinance modifies this requirement by prohibiting the filing of any grant application unless the Controller has previously certified that appropriate indirect costs have been included in the grant application.

Comments:

1. According to Ms. Lucille Burlew-Lawler of the Department of Public Health (DPH) and Ms. Carla Javits of the Department of Social Services (DSS), with respect to DPH and DSS grant programs, with few exceptions, providers of grants do not require authorization of the grant application by the Board of Supervisors. However, DPH adds the following statement to the cover sheet of every application submitted to a grantor: "This application is submitted subject to the approval of the Health Commission and the Board of Supervisors of the City and County of San Francisco."

2. Ms. Burlew-Lawler further advises that often the departments do not learn about grant opportunities until late in the application process, or until just prior to the deadline for submittal of the application. As such, the requirement for Board of Supervisors approval of the grant application, which can take several weeks, could preclude the departments from submitting the application to the grantor in a timely manner. This proposed ordinance would enable the Board to act upon the grant application resolution within 12 days to 19 days.

3. In approving this proposed ordinance, the Board of Supervisors would still have the opportunity to comment on a proposed grant's budgetary and policy impact prior to the submittal of the application. The Board of Supervisors would be able to further review the grant program once the grant has been awarded to the City for acceptance and expenditure.

4. The Budget Analyst normally provides the Board of Supervisors with an analysis of proposed grant applications. The Budget Analyst does not receive grant application resolutions for analysis until after the resolutions have been referred by the Board of Supervisors to the appropriate Committee the following week. This proposed ordinance, if approved, would not provide the Budget Analyst with sufficient time to adequately analyze the fiscal implications of proposed grant applications, because of the short amount of time between the Monday Board of Supervisors meeting, in which the letter of intent to apply for a grant is introduced, and the scheduled Committee hearing, which is two days later on the following Wednesday, assuming the Finance Committee continues to hear the grants. However, if the Budget Analyst were provided with copies of the letter of intent and the grant announcement at the time the Board of Supervisors is notified (which would be no later than noon, on the Wednesday preceding the scheduled Monday meeting of the Board of Supervisors), the Budget Analyst could prepare an analysis, in the reduced amount of time available, for the Committee hearing.

Recommendation: Approval of the proposed ordinance, which would modify the procedures for the Board of Supervisors to approve Departmental grant applications and reduce the amount of time available for Budget Analyst review, is a policy matter for the Board of Supervisors.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 3 - File 65-90-4.1

Department: Recreation and Park Department

Item: Ordinance approving the seventh amendment to the stadium lease between the City and County of San Francisco by and through its Recreation and Park Commission and the San Francisco Forty Niners football team.

Location: Candlestick Park

Term: December 3, 1969 through May 31, 2008

Description: In December of 1985, the Board of Supervisors approved a stadium agreement between the City and the San Francisco Forty Niners football team which provided for the construction of luxury boxes and other major improvements to the stadium. At the same time the Board of Supervisors amended the existing December 3, 1969 stadium lease to allow for these improvements and to extend the lease for eight years through May 31, 2008. In July of 1987, the Board of Supervisors approved further amendments to the 1985 stadium agreement and the stadium lease, consistent with the stadium improvements which were completed at that time.

In September of 1990, the Board of Supervisors approved additional amendments to the stadium lease between the City and the Forty Niners (File 65-90-4). One of the provisions in those amendments related to the stadium space currently occupied by the San Francisco Giants. The lease amendments provided that stadium space currently occupied by the Giants, and vacated when the Giants lease either expires or is terminated, may be included in the Forty Niners' lease agreement without approval by the Board of Supervisors. The rental terms for this stadium space would be negotiated by the Recreation and Park Department and the Forty Niners.

Leases submitted by the Recreation and Park Commission for approval of the Board of Supervisors cannot be amended by the Board of Supervisors but instead must either be approved, disapproved or sent back to the Recreation and Park Commission for further consideration. As a result, the Board of Supervisors approved all of the amendments with the understanding that the Recreation and Park Department would further amend this provision to ensure that all current space in the stadium which is vacated by the San Francisco Giants would be subject to the review and approval of the Board of Supervisors.

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In accordance with the prior request of the Board of Supervisors, the proposed seventh amendment to the stadium lease would delete the provision that these changes would not be subject to the Board of Supervisors approval. Therefore, such changes will be subject to future review and approval by the Board of Supervisors.

Comment: On October 18, 1990, the Recreation and Park Commission approved the proposed seventh amendment to the Stadium Lease with the San Francisco Forty Niners.

Recommendation: Approve the proposed ordinance.

Item 4 - File 97-90-57

1. The proposed ordinance would amend the Administrative Code by adding Section 10.11-2 thereto, authorizing the Recreation and Park Commission to accept payment by credit card and automatic teller machine (ATM) card for fees and other charges for services rendered by the City. Credit card payments would be made in person, by mail, or over the telephone. ATM card payments would have to be made in person and would require valid identification.

2. The proposed legislation would require that the Recreation and Park Commission obtain the approval of the Treasurer and the Controller prior to establishing any credit card payment system.

Comments

1. Mr. Ernie Prindle of the Recreation and Park Department reports that the Department anticipates using ATM cards and credit cards for admission charges at selected Recreation and Park Department facilities, such as at golf courses and the Zoo, and for selected rental charges, such as for the Stern Grove Club House or for Golden Gate Park picnic tables. Mr. Prindle states that although the Department has not specified a minimum amount required for the acceptance of ATM or credit cards, such card services would only be offered for admissions and other services where the normal cost of such admissions or services would make such credit card and ATM card services economical.

2. The attached report, prepared by the City Treasurer in response to legislation proposed in December of 1989 (File No. 97-89-12) that would have permitted all City departments to accept credit cards in payment for City services, provides a summary of some of the advantages and disadvantages of accepting credit cards. According to Mr. Dan Daly of the Treasurer's Office, the summary of advantages and disadvantages remains current.

3. File No. 97-89-12 (Ordinance No. 5-90), as finally approved by the Board of Supervisors, authorized only the Health Commission to accept payment by credit card at San Francisco General Hospital and at Laguna Honda Hospital. The Ordinance included a provision making \$10 the minimum amount for credit card use and also specified that credit card payments would be made in person, not by mail or telephone. As of the writing of this report, neither San Francisco General Hospital nor Laguna Honda Hospital have yet implemented the use of credit card payments.

4. ATM cards have been used for direct payment of goods and services in such commercial facilities as supermarkets, service stations, and restaurants for approximately five years. Rather than an extension of credit, as with a credit card, ATM card transactions result in a direct charge against the user's existing bank account. According to a commercial banking representative, equipment procured for an ATM capability can also be used for processing credit card transactions, with the exception that a printer for recording the credit card transaction is an option not required for ATM transaction processing.

BOARD OF SUPERVISORS
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5. The advantages to the City of accepting credit card payments include convenience to the payor, a possible reduction in bad checks received, and quicker deposit of funds to the City's accounts. The disadvantages include payment delays involving disputed charges, the need to set aside City funds to pay bank service fees and therefore a reduction in funds available for investment, the need for training for employees involved with credit card payments, and the need for additional administrative time to reconcile disputed charges. Accepting ATM cards retains the advantages and disadvantages of accepting credit cards except for the disadvantages associated with disputed charges.

6. The Treasurer reports that the credit card discount fee, which is the monthly charge by the banks for credit card transaction processing, would cost the City approximately two percent of the credit card charges. Additional monthly bank charges include account maintenance, computer terminal rental, computer time, and fees for deposits, couriers and balance reports. The Treasurer indicates that the actual monthly costs to the City would depend on the dollar amount and the number of credit card transactions, and the Treasurer is unable to provide an estimate of the actual costs to the City without this information.

7. Transaction costs to the City for accepting ATM cards could be greater or less than those for credit card use depending on the average transaction dollar value and the number of transactions, within a given period. Typically, the transaction cost to the user is \$.10 per transaction.

8. Mr. Daly reports that the Treasurer's Office supports the proposed ordinance with the provisions that facilities accepting credit card and ATM card payments should be limited to those where the average transaction cost makes such use economically feasible. Mr. Daly further states that selection of a financial institution to handle credit card and ATM card transactions for the City should be made on a competitive basis and that the Treasurer's Office should be involved in the selection process.

Recommendation

Approval of the proposed ordinance is a policy matter for the Board of Supervisors.

Proposed legislation for accepting payment by credit card for services rendered by the City and County of San Francisco.

There is proposed legislation by Supervisor Kennedy which would allow City and County departments to accept payment by credit card for services rendered. The minimum acceptable payment is \$10.00.

In reviewing this legislation and the possible effects on the City and County, especially the Treasurer's Office, there are some advantages and many disadvantages associated with this legislation.

Advantages

- A. Convenience to payor. Payor can pay by credit card rather than carry cash.
- B. A possible reduction in bad checks issued. This advantage is offset somewhat by a disadvantage indicated below. (Disadvantage B)
- C. If the department(s) use an electronic terminal, similar to the current Municipal Court traffic citation/bail system, each payment would be immediately credited to the City's account at time of transaction. This would eliminate the delay in deposit of funds. Also no float would be involved in a deposit. However, if a manual system is employed, there would be a delay in deposit of transaction slips, but with no float involved.

Disadvantages:

- A. Under Federal law, when a credit card holder disputes an item on the credit card statement, the bank will remove the item and chargeback the merchant (City and County of San Francisco) the item purchase price plus interest from the date of posting to date of chargeback.

Should this occur, an individual who has made payment by credit card can dispute the charge on the monthly statement and the bank will reduce the merchant's account by the disputed amount plus interest. If this happened to a city's account, the payor could be long gone before the department could recover the deducted funds from the payor. This disadvantage partially reduces Advantage B above.

- B. If a credit card system is implemented, either an electronic or manual system, funds will be placed in a City designated bank account which will require a compensating balance or direct payment for services provided by the bank. As a result, the funds used to pay the bank cost will not be available for investment purposes, therefore reducing investment income.

- C. In using a credit card payment system, the bank charges the merchant a discount fee for the processing of the credit card transaction. The current rate charged by Security Pacific National Bank for processing the Muni Court's transactions is 1.77%. Note: If a manual system was in place, the rate would be over 2%. This fee is charged on the monthly bank statement as a debit to the account.

As a result of this fee, revenues of the City and County would be reduced by the amount of the fee (at least 1 - 2%). As the fee rate increases and transaction volume, the more revenues will be lost to the city.

- D. Additional costs will be incurred with the selection of either an electronic or manual system.

Costs are as follows:

<u>Service</u>	<u>Electronic</u>	<u>Manual</u>
1. Account Maintenance (per month)	\$ 13.00	\$ 13.00
2. Branch deposit (per deposit)	1.25	1.25
3. Debits (per item)	.12	.12
4. Balance report (per month)	75.00	75.00
5. Connect time (per minute)	.3333	.3333
6. Computer printed item (per item)	.20	.20
7. FDIC (per collected balance)	.058%	.058%
8. Terminal rental (per terminal)	50.00	50.00
9. Courier (per month)	100.00 +	100.00 +

The actual cost per month will depend on transaction volume or collection balance.

- E. Should this legislation be law, there is the question as to which departments will decide to accept this type of payment. Of those that do, they will have to be advised that:
1. Their designated staff will have to be fully trained in the preparation and completion of the transaction sales slips. Payment by credit card will take longer than by check or cash as bank authorization for each transaction must be obtained and transaction slip completed.
 2. New reconciliation procedures to conform with Treasurer's Office and Controller reporting and reconciling requirements.
 3. Avoid the experience of Municipal Court in dealing with credit card transactions both with manual and electronic systems.

4. Under state law, the payment of Real Estate taxes cannot be accepted by credit card. However, as a state law, it could be changed.
- F. Should any city department decide to accept credit card payments, they should:
1. Receive approval from the Treasurer's Office and Controller prior to accepting credit card payments.
 2. Require that the minimum credit card transaction be \$100.00. Unless the transaction dollar volume is able to cover the city's bank charges through analysis, additional funds will have to be placed in the account for a period of time to maintain sufficient balances for analysis requirements. As a result, these additional funds will not be available for investment purposes.

NOTE: The above request will allow the Treasurer and Controller to review and determine if this method of payment is feasible and cost effective.

G. Changes in the Treasurer's Office:

1. Possible new reconciliation headaches.
2. Bidding process for selection of bank to process credit card transactions.
3. A drop of 1 - 2% in revenue due to the discount fee charged by the bank. This fee is automatically deducted from the account based on the prior month's activity.

Item 5 - File 97-90-59

1. This is an ordinance amending the Administrative Code, by adding Sections 8.33, 10.117-106 and 19A.24 to authorize the Director of Public Health to sell health-related materials and ambulance services and establishing a fund for revenues derived from such sales.

2. The proposed legislation would amend the Administrative Code by adding Sections 8.33, 10.117-106 and 19A.24 as follows:

- 1) Section 8.33 would (1) authorize the Director of Public Health, with the approval of the Health Commission, to enter into agreements for the sale or use of health-related educational materials (i.e., pamphlets, books and videos) that have been developed by the Department of Public Health (DPH), (2) permit the Director of Public Health to fix the sales price for these materials and to set all other terms of the agreements, (3) establish a special fund entitled the "Department of Public Health Publication Fund" to be used to deposit all monies received from the sale of the DPH's health-related educational materials, and (4) provide guidelines for the expenditure of monies deposited to the special fund. Under this proposed legislation, expenditures from this fund would be authorized by the Health Commission for use by the DPH. Monies from the proposed Department of Public Health Publication Fund would not be subject to appropriation by the Board of Supervisors.
- 2) Section 19A-24 would authorize the Director of Public Health, with approval of the Health Commission, to enter into agreements under which the Paramedic Division of the DPH would provide ambulance services, emergency medical training services and public educational speaking engagements for compensation. The proposed legislation provides that such agreements would be entered into only if the Director determines that services would be provided at a time and under conditions which in no way would jeopardize the DPH's ability to provide ambulance services to the public.
- 3) Section 10.117-106 would (1) establish a special fund entitled "Ambulance Contracts Fund" to be used to deposit all monies received, under agreements entered into by the Director of Public Health, for the DPH's provision of emergency medical services, including ambulance services and (2) provide guidelines for the expenditure of monies deposited to the special fund. Under this proposed legislation, expenditures from this fund would be authorized by the Health Commission to be used exclusively for the operations of the Paramedic Division of the DPH. Monies from the proposed Ambulance Contracts Fund would not be subject to appropriation by the Board of Supervisors.

Comments

1. The DPH reports that currently, various divisions of the Department develop and publish educational materials on a wide variety of health topics, such as AIDS information. Dr. Larry Meredith of the DPH advises that other counties as well as community-based agencies in and outside the City have expressed an interest in purchasing some of these health-related educational materials. Dr. Meredith advises that the DPH intends to use revenues generated from the sale of its health-related educational materials to update, translate and further develop their educational materials for health promotion. According to Dr. Meredith, all of these educational materials were developed on grant funded or General Funded City time.

2. Section 8.400 (f) of the City's Charter specifically states that the salary, wages or other compensation fixed for each employee for all services rendered shall be that employee's full compensation and that every employee shall pay all fees and other monies received by him/her in the course of the employee's employment into the City and County treasury.

3. Dr. Meredith also reports that the Paramedic Division is frequently asked to (1) provide ambulance services for events such as Bay to Breakers, Cinco de Mayo, AIDS Conference, Carnival, and other parades, parties and V.I.P. visits (i.e., presidential) and (2) provide training and speaking engagements for other emergency services providers. According to Dr. Meredith, it is DPH's intention that revenues generated from the provision of paramedic services would be used, by the Paramedic Division, for such purposes as employee recognition awards, training tools, public relations and educational endeavors.

4. It should be noted that the City does not currently charge for City services required for events other than major athletic events (e.g., Bay to Breakers, San Francisco Marathon, etc.). Sections 2.75-2 through 2.75-5 of the City's Administrative Code currently provides for cost recovery for MUNI, the Police Department and Public Works for major athletic events held in the City. However, the fees paid by the sponsors of these athletic events are used to directly offset the cost of providing these City services, rather than deposited into a separate fund for particular uses by the departments. For example, according to Mr. John Madden of the Controller's Office, the fees that the Police Department recovers from major athletic events are deposited to the General Fund and are credited to the Police Department's overtime account.

5. Furthermore, according to Dr. Meredith, in addition to the compensation collected under the proposed Ambulance Contracts Fund, individual persons that participate in any of the proposed City events that require ambulance services would continue to be charged for the specific use of such ambulance services.

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6. Dr. Meredith reports that the Department projects that sales of educational materials will generate annual revenues of approximately \$20,000 for AIDS-related materials and an additional \$5,000-\$10,000 for health promotion materials. Paramedic services are projected to generate annual revenues of \$5,000-\$10,000.

7. The Budget Analyst has previously reported that the Controller's Office is concerned about the proliferation of special funds. As such, the Controller is reviewing costs required to administer these funds and is also considering whether to provide that interest accrued on such funds be deposited to the General Fund or alternatively that an amount be set aside to offset the Controller's administrative costs associated with monitoring and tracking these funds.

8. Sections 8.33 and 10.177-106 which would establish the Department of Public Health Publication Fund and the Ambulance Contracts Fund do not include provisions for the expenditure of interest earned on funds deposited to these special funds. Therefore, according to Mr. John Madden of the Controller's Office, any interest earned on such funds, would accrue to the General Fund.

9. Dr. Meredith requests that the proposed ordinance be continued.

Recommendation

Continue the proposed ordinance based on the request of the Health Department.

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BUDGET ANALYST

Item 6 - File 101-90-26

Department: Board of Supervisors
Item: Supplemental Appropriation Ordinance
Amount: \$77,697
Source of Funds: General Fund - General Reserve

Description: The proposed Supplemental Appropriation Ordinance would appropriate funds for membership dues. Funds for the proposed use were requested in the FY 1990-91 Budget and were subsequently reduced by the Board of Supervisors.

The Board of Supervisors original budget request for membership dues was in the amount of \$110,028, as follows:

County Supervisors Assoc. of California(CSAC)	\$83,773
National Association of Counties (NACO)	9,332
National League of Cities (NLC)	14,610
North Coastal Counties Supervisors Assn(NCCSA)	850
International City Management Assn.	750
International Institute of Municipal Clerks	250
Others	<u>463</u>
Total	\$110,028

The Board of Supervisors, as part of an overall reduction in FY 1990-91 budgets for travel, entertainment, and membership dues, reduced the Board of Supervisors' membership dues budget by \$78,780 or by 71.6 percent, from \$110,028 to \$31,248.

Comment: 1. Mr. Madden of the Controller's Office advised that the Board of Supervisors requested that the Controller's Office, under the authority of the FY 1990-91 Interim Annual Appropriation Ordinance, pay CSAC dues in the amount of \$83,773 and NCCSA dues in the amount of \$850 for a total of \$84,623, at the beginning of FY 1990-91. The dues were payable to those respective organizations at that time. According to Mr. Madden, sufficient funds were available, based on the FY 1990-91 Interim Annual Appropriation Ordinance. The Controller's Office issued warrants to CSAC and NCCSA in the amounts requested by the Board of Supervisors.

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2. Subsequent to the payment of the CSAC and NCCSA membership dues, the Board of Supervisors reduced departmental budgets for travel, entertainment, and membership dues to balance the City's FY 1990-91 Budget. That decision resulted in the Board of Supervisors' budget for membership dues being reduced by \$78,780, from \$110,028 to \$31,248, although, as previously noted, a total of \$84,623 had already been expended for membership dues.

The \$77,697 amount requested in this supplemental appropriation request would result in a total appropriation of \$108,945 for membership dues for the Board of Supervisors', as follows:

County Supervisors Association of California (amount previously paid)	\$83,773 *
County Supervisors Association of California (unpaid amount)	380
National Association of Counties (NACO)	9,332
National League of Cities (NLC)	14,610
North Coastal County Supervisors Association (NCCSA)	<u>850</u> *
Total	\$108,945
Existing Appropriation	\$31,248
Requested Supplemental Appropriation	\$77,697

*Amounts already expended.

3. Pursuant to Section 6.306 of the City Charter, any item that has been rejected by the Board of Supervisors in its consideration of the Mayor's proposed budget requires a vote of two-thirds of all members of the Board of Supervisors to approve such supplemental appropriation ordinance.

4. As indicated above, \$84,623 (\$83,773 + \$850) of the total \$108,945 requested for membership dues by the Board of Supervisors has already been expended.

Recommendation: Approval of the proposed ordinance is a policy decision for the Board of Supervisors.

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Item 7 - File 82-90-10

Departments: Real Estate Department
Airports Commission

Item: Resolution authorizing acquisition of 83 additional noise easements in the City of Millbrae for purposes of airport noise mitigation.

Description: The San Francisco International Airport's Noise Easement Acquisition program consists of insulating private residences and schools in the City of Millbrae and other cities that are located near the San Francisco Airport.

The proposed resolution would authorize the City's Director of Property, at the request of the Airports Commission, to purchase 83 additional noise easements from home owners within the City of Millbrae at an estimated cost of \$204,420. Airport revenues in this amount have been previously appropriated and are available for the acquisition of these noise easements.

Acquisition of these noise easements constitutes Phase II, first increment, of the Noise Abatement Program in the City of Millbrae. In 1988, the Board of Supervisors approved Resolution No. 588-88 (Millbrae Phase I, first increment) authorizing the purchase of 38 noise easements for a total cost of \$97,263. In 1989, the Board of Supervisors approved Resolution 508-89 (Millbrae Phase I, second increment) authorizing the purchase of 28 noise easements for a total cost of \$70,622.

Once purchased, the noise easements would remain in effect for 20 years. As consideration for the grant of noise easements, the City would pay 20 percent of the total construction cost to insulate the residences. In addition, the City would also pay 20 percent of the title insurance fees. The City of Millbrae would pay the remaining 80 percent of the total construction costs and title insurance fees with funding obtained from Federal grant funds.

Comments:

1. The Board of Supervisors has previously approved the acquisition of noise easements in the Cities of South San Francisco and San Bruno, as part of the City's ongoing Airport Noise Monitoring Program.
2. The proposed Noise Easement Acquisition Program is in conformity with the City of Millbrae's Master Plan per its City Council Resolution No. 88-92.

3. According to Mr. Don Garibaldi of the City Attorney's Office, the Airport has spent over \$1,000,000 in legal and related costs to defend against noise-related small claims lawsuits filed by San Mateo County residents since 1982. Mr. Garibaldi states that the City's acquisition of noise easements, in conjunction with other noise abatement measures, has significantly reduced Airport noise claims against the City in the past few years.

Recommendation: Approve the proposed resolution.

Item 8 - File 146-90-86

Department: Department of Public Health (DPH)
Bureau of Communicable Disease Control

Item: Resolution authorizing the Department of Public Health to accept and expend a Federal supplemental grant.

Grant Amount: \$53,825

Source of Funds: Department of Health and Human Services

Grant Period: August 1, 1990 through June 30, 1991

Project: Tuberculosis Control Project

Project Description: The Board of Supervisors previously authorized the DPH to apply for, accept and expend a Federal grant in the amount of \$378,565 to fund the Tuberculosis Control Project for the period August 1, 1990 through June 30, 1991 (File 146-90-45). The proposed supplemental grant would provide the project with an additional \$53,825 to expand the project, for a total project budget of \$432,390. The proposed supplemental grant funds would be used to fund one full-time Health Worker I position, a part-time nurse and operating costs for the project.

The Tuberculosis Control Project complements existing medical services by increasing the outreach to people who are at high risk of contracting tuberculosis. Major project activities include:

1. Surveillance - High risk groups, such as people who are in frequent contact with persons having tuberculosis, refugees, immigrants from Asia, the homeless, intravenous drug abusers and homosexual/bisexual men are screened and treated for tuberculosis.
2. Containment - Containment activities involve the monitoring of those clients not responding to drugs as well as clients who do not follow the recommended chemotherapy regimens.
3. Preventive Therapy - Preventive therapy is targeted at those individuals who are at high risk of developing tuberculosis, such as persons with abnormal x-rays consistent with inactive tuberculosis, insulin-dependent diabetics, or individuals undergoing prolonged steroid therapy.

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4. Education - Education to patients is provided by bilingual staff in various languages including Cantonese, Mandarin, Vietnamese, Tagalog and Spanish. The Tuberculosis Control Division also examines the correlation between tuberculosis and AIDS. San Francisco has the highest rate of tuberculosis cases in California, and the highest case rate nationally for large cities.

Grant Budget:

	<u>Original Grant Amount</u>	<u>Proposed Supplemental Grant</u>	<u>Total Grant</u>
Personnel (8 FTE)	\$190,918	\$17,790	\$208,708
Fringe Benefits	53,547	6,918	60,465
Equipment	6,417	0	6,417
Contractual Services	71,503	21,670	93,173
Materials and Supplies	5,042	1,308	6,350
Travel	12,834	2,170	15,004
Indirect Costs	<u>38,304</u>	<u>3,969</u>	<u>42,273</u>
Total	\$378,565	\$53,825	\$432,390

Indirect Cost: \$3,969 or approximately 16% of total personnel costs.

Local Match: None

Comments:

1. The \$21,670 for Contractual Services would be work-ordered to DPH's Community Substance Abuse Services, who would then contract with a non-profit organization to provide one part-time nurse to screen substance abuse patients for tuberculosis.

2. Dr. Gisela Schecter of DPH, reports that while the grant period for the proposed supplemental grant began August 1, 1990, no expenditures to date have been incurred under this supplemental grant.

3. Dr. Schecter advises that if the grant funds were reduced or terminated, the grant funded positions would be reduced or eliminated accordingly.

4. In 1989-90, DPH received a total of \$359,872 for the Tuberculosis Control Project. The proposed total grant allocation of \$432,390, represents a \$72,518 or 20% increase in funds.

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Memo to Finance Committee
December 5, 1990

5. Attached is the "Summary of Grant Request" as prepared by the DPH, for the proposed grant funds.

Recommendation: Approve the proposed resolution.

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Grantor <u>CENTERS FOR DISEASE CONTROL</u> Contact Person <u>Carolyn J. Russell</u> Address <u>255 East Paces Ferry Rd., N.E.</u> <u>Atlanta, Georgia 30305</u> Amount Requested <u>\$53,825.00</u> Term: From <u>8/1/90</u> To <u>6/30/91</u> Health Commission <u> </u> Board of Supervisors: Finance Committee <u> </u> <u> </u> Full Board <u> </u>	Division <u>Community Public Health Services</u> Section <u>Bureau of Disease Control/TB Cont</u> Contact Person <u>FRAN TAYLOR, M.D.</u> Telephone <u>826-0857 (Gisela Schecter, M.D.)</u> Application Deadline <u> </u> Notification Expected <u> </u>
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I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (renewal) (augmentation to a) grant in the amount of \$53,825 from the period of August 1, 1990 to June 30, 1991 to provide assistance in the reduction and control of tuberculosis ~~XXXX~~

(Circle appropriate words)

II. Summary: (Concise summary; need addressed; number of groups served; services and providers)
 Diagnostic treatment, surveillance, screening, case finding, registry and medical consultation have been supported by this project for 8 years. The project serves all communities in San Francisco.

III. Outcomes/Objectives:
 1. To assure adequate treatment of cases by daily observed therapy. 2. To identify and treat infection in Substance Abuse Clinics where HIV infection increases risk. 3. Assist in the reduction and ultimate elimination of tuberculosis by instituting intensified outreach

IV. Effects of Reduction or Termination of These Funds:
 Current activities, daily observed therapy and screening and preventive therapy for infection in substance abuse sites would have to be discontinued. Proposed activities, intensified outreach and screening, information and education activities and improved patient care would not be realized.

V. Financial Information:

	Col. A	Col. B	Col. C	Col. D	Req. Match	Approved by
	Two Years Ago	Orig.	Proposed	Change		
Grant Amount	\$359,872	\$378,565	\$432,390	+\$53,825	-0-	
Personnel	235,717	244,465	269,173	+24,708	-0-	
Equipment	3,020	6,417	6,417	-0-	-0-	
Contract Svc.	72,000	71,503	93,173	+21,670	-0-	
Mat. & Supp.	9,229	5,042	6,350	+ 1,308	-0-	
Facilities/Space	-0-	-0-	-0-	-0-	-0-	
Other Travel	3,878	12,834	15,004	+ 2,170	-0-	
Indirect Costs	36,028	38,304	42,273	+ 3,969		

VI. Data Processing
(Leave this section blank)

Col. A	Col. B	Col. C	Col. D	Req. Match	Approved by
-0-	6,417	-0-	-0-	-0-	

VII. Personnel

F/T CSC	7.0	7.0	8.0	+ 1.0	
P/T CSC	2.0	0.5	-0-	-0-	
Contractual	1.5	1.5	2.0	+ 0.5	

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

Will grant funded employees be retained after this grant terminates? If so, How?

VIII. Contractual Services: Open Bid Sole Source X (If sole source, attach Request for Exemption Form)

Item 9 - File 146-90-87

Department: Department of Public Health (DPH)
Central Administration

Item: Resolution authorizing the Department of Public Health to accept and expend a new State grant.

Grant Amount: \$520,800

Source of Grant: State Department of Health Services

Grant Period: October 10, 1990 through July 1, 1991

Project Description: The DPH reports that the State has mandated that, in order for counties to be eligible for Tobacco Tax funds for provision of indigent health care services, counties must develop a data reporting system to monitor and report patient information and medical care services provided to indigents. The State, under AB 75, makes grant funds available to counties for the development of such data reporting systems.

The proposed grant funds would be used by DPH to address the State requirement for the development of a Medically Indigent Care Reporting (MICR) System. The data reporting system would be designed to monitor and report patient characteristics, utilization and expenditures for medical care services provided to indigents both in the public and private sectors. The data would be patient specific and would include variables relating to demographic characteristics of the medically indigent adult population as well as inpatient, outpatient and emergency utilization of services by this population and the expenditures of services provided. A key component of the data system would be the ability to collect and report data based on a unique patient identifier, thus ensuring the reporting of service utilization and expenditures which produces an unduplicated count of patients and links the expenditure data with patient utilization and demographic data.

Project Budget:

Contractual Services	\$381,175
Data Processing Equipment	
Software	105,359
Digital DESNB Mainframe Connect	<u>34,266</u>
Total	\$520,800

Indirect Costs: None

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Local Match

None

Comments:

1. Mr. David Counter of DPH reports that the Department will contract on a sole source basis with Systemhouse, Inc. for the provision of system integration services for the implementation of the MICR System. These services involve interfacing of the MICR System to a series of computer systems using different computer hardware. Mr. Counter advises that DPH will contract on a sole source basis with Systemhouse, Inc. because:

- (1) Systemhouse, Inc. is the only firm familiar with both the DPH computer environment, having helped establish the present Data Center, and the Shared Medical System's Independence software application (patient medical care, billing, registration, etc.), which was successfully moved from the Data Center at City Hall to the DPH Data Center;
 - (2) Systemhouse, Inc. has demonstrated its ability to meet demanding time schedules. The State requires that the MICR System must be fully functional by July 1, 1991;
 - (3) Systemhouse, Inc. stated its intention to continue their policy of utilizing MBE/WBE firms as partners in executing this project. Additionally, the agency has previously complied with DPH contract qualifications and they have worked with the State since early April, 1990 to complete the MICR System requirements.
2. DPH reports that Systemhouse, Inc. will joint venture with Integrated Business Solutions, a MBE/WBE firm, to provide the necessary services to develop the MICR System. Under the joint venture, Integrated Business Solutions would receive 12% or approximately \$45,741, of the \$381,175 contract amount, for their services on this project.
3. The DPH has received EIPSC approval for the data processing equipment for the MICR System.
4. Mr. Counter advises that while the grant period began October 10, 1990, no expenditures to date have been incurred under this State grant.

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5. The proposed resolution does not include a request for authorization for the DPH to apply for this State grant and to date DPH has not received authorization from the Board of Supervisors to apply for the proposed State grant. However, DPH reports that the Department has submitted an application to the State for this grant. Therefore, the proposed resolution should be amended to include authorization for the DPH to apply for this grant. Additionally, since the DPH has already submitted the grant application, the proposed legislation should authorize the DPH to apply for this grant retroactively.

6. Attached is the "Summary of Grant Request" as prepared by the DPH, for the proposed grant funds.

Recommendations: 1. Amend the proposed legislation to include authorization for the DPH to (1) apply for this State grant and (2) to apply for the grant retroactively.

2. Approve the proposed legislation as amended.

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BUDGET ANALYST

Grantor State of California
 Contact Person Richard Barthels
 Address 714/744 P. Street, Box 942732
Sacramento, CA 94234
 Amount Requested \$ 520,800
 Term: From 10/90 To 7/91
 Health Commission _____ Board of Supervisors: Finance Committee _____

Division Central Office
 Section Mgt. Information Systems
 Contact Person David Counter
 Telephone 255-3583
 Application Deadline _____
 Notification Expected Received 7/20/90
 Full Board _____

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a) grant in the amount of \$ 520,800 from the period of 10/90 to 7/91 to provide medically indigent care data reporting services.
 (Circle appropriate words)

II. Summary: (Concise history; need addressed; number & groups served; services and providers)
 (SEE ATTACHED)

III. Outcomes/Objectives:

Provide the State-mandated Medically Indigent Care Data Reporting System to comply with legislative requirements of AB-75.

IV. Effects of Reduction or Termination of These Funds:

The Department will not be able to produce an automated data reporting system

to comply with the mandates of AB-75. Revenue dependent on this data reporting will be withheld by the State.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount						
Personnel						
Equipment			139,625			
* Contract Svc.			381,175			
Mat. & Supp.						
Facilities/Space						
Other						
Indirect Costs						

VI. Data Processing

(costs included above)

520,800

VII. Personnel

F/T CSC				
P/T CSC				
Contractual				

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:
 DEPARTMENT BASE BUDGET

Will grant funded employees be retained after this grant terminates? If so, How?

*VIII. Contractual Services: Open Bid _____ Sole Source X _____ (if sole source, attach Request for Exemption Form)

Item 10 - File 153-90-6

Department: Department of Social Services (DSS)

Item: Resolution authorizing the Department of Social Services to apply for, accept, and expend a grant from the Federal Department of Health and Human Services, Maternal and Child Health Bureau for development of case management services to medically fragile and HIV positive infants.

Amount: \$436,800 (First year's allocation is \$120,000)

Source of Grant: Federal Department of Health and Human Services, Maternal and Child Health Bureau (MCHB).

Term: October 1, 1990 through September 30, 1993 (The project is scheduled to begin December 1, 1990).

Local Match: In-kind contributions currently provided by DSS totalling \$161,708.

Indirect Costs: DSS has allocated 5 percent for indirect costs.

Project: Case management system for "Baby Moms" program

Description: Since 1987, DSS has been operating the "Baby Moms" Program which provides specialized foster care services to infants classified as medically fragile or who have tested positive to the Human Immunodeficiency Virus (HIV). According to DSS, the "Baby Moms" Program is considered to be the first of its kind in providing specialized foster care to medically fragile infants.

The proposed grant project would fund the development of a comprehensive program database and case management system for the "Baby Moms" Program, assessment of the program's design and effectiveness, and the development and distribution of a manual for other social service agencies on the establishment and operation of a "Baby Moms" Program.

MCHB has notified DSS that it has allocated \$120,000 for the first year of the proposed three-year grant program. These grant funds would be spent as follows:

	<u>Amount</u>
Contractual Services:	
Project Director	\$31,000
Univ. of California, Pediatrician	11,250
Program Analyst	22,100
Administrative Assistant	35,847
Computer equipment	9,639
Travel (regional conferences and Washington D.C.)	3,500
Training materials and supplies	950
City and County indirect costs (5%)	<u>5,714</u>
Total	\$120,000

DSS intends to augment three existing personal services contracts (Project Director, U.C. Pediatrician, and Program Analyst) using the grant funds allocated for contractual services. DSS further intends to issue a Request for Qualifications (RFQ) in December of 1990 to locate an individual for the proposed Administrative Assistant contract.

Comments:

1. DSS has submitted the attached Summary of Grant Request.
2. DSS is seeking authorization to apply for, accept, and expend the entire three-year grant award. Mr. Charles Calabria advises that DSS has already applied for the grant total of \$436,800. However, as noted above, MCHB is only allocating \$120,000 to cover the costs of the first year of operation. According to DSS, MCHB will allocate, separately, \$144,000 in 1991-92 and \$172,800 in 1992-93. Therefore, the proposed resolution should be amended to allow DSS to retroactively apply for the proposed three-year program grant funds in the amount of \$436,800, and accept and expend an allocation in the amount of \$120,000 to fund the first year of the program. DSS should then request authorization from the Board of Supervisors to accept and expend the remaining grant funds as they are allocated in Fiscal Years 1991-92 and 1992-93.

Recommendation: Amend the proposed resolution to allow DSS to apply for the total three-year grant amount of \$436,800, retroactively, and to accept and expend the amount of \$120,000 for the first year of operation. Delete the accept and expend portion of the proposed resolution for the balance of the funds (\$316,800) to be allocated in the second and third years of the program. Approve the proposed resolution as amended.

BOARD OF SUPERVISORS
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Item No.: _____

SOCIAL SERVICES COMMISSION - SUMMARY OF GRANT REQUEST

Grantor Bureau of Maternal & Child Health & Re- DSS Program Family & Children Services
Grantor Contact Person Maxine Toense /sources Develop. Program Contact Person Lillian Johnson
Address 12300 Twinbrook Pkwy, Suite 100A DSS Contract Manager Charles Calabria
Rockville, Maryland 20852 Telephone 415-557-5865
Amount (Requested/Approved) \$ 120,000.
Term From 12/1/90 To 11/30/91 Source of Funds: Federal/State/Other Federal

Board of Supervisors: Finance Committee: Date _____

I. Action:
Request to (apply for) (accept and expend) a (new) (continuation) (allocation) grant in the amount of \$ 120,000. for the period beginning 12/1/90 to 11/30/91 to provide Fragile Infant services.

II. Purpose of grant: To develop a comprehensive data base and case management system, to demonstrate the effectiveness of the program, to write manual for national distribution and replication.

III. Outcomes/Objectives: (including number of clients to be served)
1. Select the database management system and appropriate hardware. 2. Develop the recording protocol for data collection. 3. Enhance efficient use of staff time.
4. Improve training curriculum. 5. Assess effectiveness of "Baby Moms" program's care of infants.

IV. Effects of reduction/termination of these funds:
Will delay work by program staff to monitor and improve service delivery system, and conduct research efforts to demonstrate effectiveness of program.

V. Expenditures:

	<u>Col. A</u> (Last Fiscal Year)	<u>Col. B</u> (Current Year if Any)	<u>Col. C</u> (Proposed)	<u>Col. D</u> (Change)	<u>Req. Match</u>
Grant Amount			<u>\$120,000.</u>		
Personnel					
Equipment			<u>9,639.</u>		
Contracts			<u>100,197.</u>		
Mat. & Supplies					
Travel			<u>3,500.</u>		
Other			<u>950.</u>		
Indirect Costs (City&County@5%)			<u>5,714.</u>		

VI. City Civil Service Personnel:

No. & Class _____
No. & Class _____

VII. Brief description of service to be purchased by contract:
This grant will fund services provided by 4 contractors. The goal is to develop a system to capture data to improve service delivery systems and conduct research effort to demonstrate program effectiveness.

VIII. Contractual Services: Open Bid _____ Sole Source X

Item 11 - File 209-90-2

Department: California Academy of Sciences (Academy)

Item: Resolution approving increases in admission fees at the California Academy of Sciences with respect to facilities under its control.

Description: In accordance with Charter Section 6.411, the Academy of Sciences may charge admission fees subject to the approval of the Board of Supervisors. The Academy last increased admission fees in February of 1988.

The Academy is requesting an increase in its current admission fees to help offset increasing operating costs. The Academy has requested the following fee increases:

<u>Rate Category</u>	<u>Old Fee Level</u>	<u>Proposed Fee Level</u>	<u>Amount of Increase</u>	<u>Percentage Increase</u>
Individual:				
Children (6-11)	\$1.00	\$1.00	\$0	—
Youth (12-17)	2.00	3.00	1.00	50%
Seniors (Over 64)	2.00	3.00	1.00	50%
Adults (18-64)	4.00	6.00	2.00	50%
Non-Profit/School Groups:				
Children (6-11)	\$0.50	\$0.50	\$0	—
Youth (12-17)	0.50	1.00	0.50	100%
Seniors (Over 64)	2.00	2.50	0.50	25%
Adults (18-64)	2.00	3.00	1.00	50%

The proposed fee increases would take effect January 1, 1991.

The Academy allows, on the first Wednesday of each month, all persons to be admitted without charge. In addition, all children under the age of six, all organized San Francisco school groups, all members of the Academy of Sciences, and selected scientists and guests (as determined by the Academy) are admitted to the Academy without charge.

Comments:

1. In 1990-91, the Academy projects total operating expenses of approximately \$12,590,000, and total operating revenues of between \$11,495,000 and \$11,610,000 which would result in a shortfall of between \$980,000 and \$1,095,000. The totals include budgeted expenses and contributions of the City's General Fund, as well as the funds provided by the Academy itself. If the proposed fee increases are approved, the Academy estimates that total annual operating revenues for Fiscal Year 1990-91 would increase to between \$11,970,000 and \$12,113,000, which is an approximate increase in annual revenues for Fiscal Year 1990-91 of between \$475,000 and \$503,000. The estimated revenue increases assume an increase in fees on or about January 1, 1991. The projected increases in revenues for the balance of the six months of 1990-91 would reduce the projected shortfall to between \$477,000 and \$620,000. The Academy estimates that the total annualized increase in revenues resulting from the fee increases would be between \$1,090,000 and \$1,120,000.

2. Ms. Gail Langston of the Academy states that the remaining projected shortfall for Fiscal Year 1990-91 of between \$477,000 and \$620,000 will be offset by special fundraising efforts, by other price increases not governed by the Charter, by reducing operating expenses, and as a last resort, by borrowing accumulated interest income from the Academy's endowment fund. However, according to Ms. Langston, the Board of Directors of the Academy of Sciences has not yet finalized its plan for funding the remaining projected shortfall for the balance of 1990-91.

Recommendation: Approval of the proposed resolution is a policy matter for the Board of Supervisors.

Item 12 - File 100-90-1.5

Department: Department of Public Health (DPH),
Community Substance Abuse Services (CSAS)

Item: Release of Reserved Funds

Amount: \$1,039,530

Source of Funds: Previously appropriated General Fund, Federal and State funds reserved in FY 1990-91

Description: During the FY 1990-91 budget process, the Finance Committee recommended that \$1,039,530, included in the DPH's budget request to fund methadone maintenance and detoxification program contracts, be placed on reserved pending a DPH report back to the Finance Committee on the subject of methadone treatment. The \$1,039,530 was designated to fund four methadone treatment programs as follows:

	<u>General Fund</u>	<u>Federal Funds</u>	<u>State Funds</u>	<u>Total</u>
1. Bay Area Addiction Research and Treatment (BAART)	\$2,122	\$179,565	\$171,565	\$353,252
2. Bayview Hunters Point Foundation	33,000	226,515	44,121	303,636
3. Mission - UCSF/ SFGH	27,000	139,077	45,000	211,077
4. Westside	<u>35,565</u>	<u>93,108</u>	<u>42,892</u>	<u>171,565</u>
Total	\$97,687	\$638,265	\$303,578	\$1,039,530

Comments:

1. The CSAS reports that in addition to methadone treatment, the four programs, noted above, provide additional treatment services as follows:
 - (1) Individual and family counseling;
 - (2) Physical and psychological assessments;
 - (3) Individual treatment plans aimed at the reduction or elimination of all drug use, including methadone;

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BUDGET ANALYST

- (4) HIV testing and counseling; and
- (5) Referrals to other agencies for a variety of support services.

2. Mr. Wayne Clark, Director of DPH, CSAS cites the following information regarding the effectiveness of methadone treatment:

- (1) Intravenous drug use is reduced by 70 to 80 percent when heroin addicts are on methadone.
- (2) There is a 68 percent reduction in needle sharing and 78 percent reduction in injection frequency.
- (3) Percentage of time incarcerated decreases from 70 percent prior to methadone treatment to 12 percent while in methadone treatment.
- (4) If methadone clients experience a periodic relapse in drug use, intensive interventions (i.e. counseling) minimize additional use and binge behavior.
- (5) San Francisco methadone programs report 66 percent of clients are not using illicit drugs.

3. Mr. Clark advises that the CSAS concurs with a recent research study by the Institute of Medicines, a non-profit agency located in Washington D.C., that methadone is a proven treatment intervention which decreases IV drug use, increases client employment while they are in treatment, reduces crime and retains clients in treatment for long periods of time, which in the case of certain patients who are chronic drug abusers, is preferable to sustained relapses into illicit drug use. Mr. Clark adds, that methadone is also seen as one of the most effective treatments for the prevention of HIV disease.

4. On October 16, 1990 the Health Commission held a hearing on the use of methadone as a treatment modality. Twelve speakers (physicians and substance abuse treatment providers) provided testimony in support of the position that methadone maintenance is an effective means of treatment within a comprehensive, multimodality substance/drug abuse treatment program. As a follow-up to the hearing, the Health Commission passed a resolution, on November 6, 1990, which states that the Health Commission "only supports those methadone maintenance programs whose goal is the reduction and elimination of methadone

BOARD OF SUPERVISORS
BUDGET ANALYST

maintenance and which have a spectrum of services in conjunction with methadone." The Health Commission is now requesting the release of the entire \$1,039,530 which was placed on reserve.

Recommendation: Approval of the proposed release of reserved funds is a policy matter for the Board of Supervisors.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 13 - File 100-90-14

This item is a hearing to determine whether the Board of Supervisors should request the Mayor to provide an appropriation in next year's budget for a feasibility study on municipalizing Pacific Gas & Electric (PG&E) and a request for the City Attorney to develop appropriate legislation.

Comments

1. Mr. Larry Klein, the Deputy Director of Hetch Hetchy reports that the costs to conduct a feasibility study on municipalizing PG&E cannot be determined without an initial first phase study of the issues and examination and identification of the extent of the desired facilities and services. Past discussions of municipalization have indicated that the full cost of a feasibility study could vary significantly depending on its scope, from as little as \$100,000 to as much as \$950,000.

2. During the FY 1989-90 budget hearings, the Finance Committee recommended that the Board of Supervisors place \$150,000 on reserve to fund the first phase of a feasibility study on the municipalization of PG&E facilities. These funds were recommended to be placed on reserve pending submission of a specific plan for the study, results of the Request for Proposal process, including the contractor selected, the hourly rates, MBE/WBE allocations and the total estimated costs of all phases of a feasibility study. The Board of Supervisors subsequently deleted the \$150,000 for the first phase of the feasibility study from the FY 1989-90 budget.

3. According to Mr. Klein, Hetch Hetchy is proposing to include funds for conducting a feasibility study for municipalizing City streetlights in Hetch Hetchy's FY 1991-92 budget request. The City currently owns approximately one-half of the City's streetlights and PG&E currently owns the remaining one-half of the City's streetlights. The stand-alone streetlights such as on Market Street and Van Ness Avenue are City property. The streetlight poles with wires attached are PG&E's property. The City currently must pay PG&E for maintenance and ownership costs for the PG&E streetlights and Mr. Klein reports that these costs are anticipated to increase during the next year. According to Mr. Klein, the cost to conduct the feasibility study for municipalizing City streetlights only has not yet been determined.

4. Mr. Ted Lakey of the City Attorney's Office reports that a resolution is being prepared which would urge the Mayor to appropriate funds in the FY 1991-92 budget for a feasibility study on municipalizing PG&E. According to Mr. Lakey, this resolution will be available for the December 5, 1990 Finance Committee meeting so that if the Finance Committee desires, the proposed resolution could be prepared in and reported out of Committee on December 5, 1990.

Item 14 - File 101-90-29

1. This item is hearing to consider the Expanded Planning Advisory Group's Report on the Division of Mental Health Substance Abuse and Forensic Services in accordance with the Annual Appropriation Ordinance.

2. The Finance Committee of the Board of Supervisors requested that an Expanded Planning Advisory Group (EPAG) be convened to prepare a report on how the Division of Mental Health Substance Abuse and Forensic Services (DMSF) can best provide programs and services in FY 1991-92 in view of the anticipated further reduction in Federal and State funding for mental health, substance abuse and forensic services. The Finance Committee requested that the EPAG complete its report by December 1, 1990.

3. The Expanded Planning Advisory Group (EPAG), consisting of approximately 65 self-appointed members and composed primarily of providers of mental health services, was convened on October 22, 1990, for a four-hour planning meeting. This meeting was followed-up by three additional meetings of the full group, the first meeting lasting a full day and the remaining meetings held for four hours each. The EPAG was divided into four task forces, one to develop a mission statement, one to define key terms in service provision, one to look at the relation between budget, priorities and the planning process and one to examine and suggest revisions in the decision-making and communication process within the Department.

4. The EPAG's completed report was reviewed by the Health Commission at its meeting of November 20, 1990. Attached is a summary of the recommendations contained in the EPAG report (Attachment I) and a summary of DMSF's response to the EPAG report (Attachment II).

Comments

During the FY 1990-91 budget process, the Finance Committee recommended that \$1,728,631 included in the Department of Public Health's budget request to fund Salaries and Fringe Benefits for administrative sections (Control Management and Business and Operations Support) of the Community Mental Health Division be placed on reserve. These funds were placed on reserve pending the EPAG's submission of the above noted report to the Finance Committee. Ms. Monique Zmuda of the DPH reports that the Department will introduce a request, at the Finance Committee meeting on December 5, 1990, for release of the entire \$1,728,631 which was placed on reserve.

BOARD OF SUPERVISORS
BUDGET ANALYST

Summary of EPAG Recommendations :

- Establish the EPAG as an on-going advisory and planning group representing mental health constituents and stakeholders.
- The Group would be advisory to the Deputy Director of Health for DMSF.
- The major role of the group would be to assist the Department to develop consensus among all stakeholders and arrive at recommendations all can support about priorities, the Strategic Plan implementation, program restructuring, the budget, etc.
- The group would include constituencies from the substance abuse and forensics sections of the department.
- The EPAG should operate through a steering committee, which would include members who would be elected from the constituencies. It was decided that the original PAG be convened by the Department, and that the original group consider the inclusion of other constituencies.
- The Division should advocate for more funding;
- The department should prioritize the budget by needs,
- Information should be made available in a timely manner to the EPAG;
- Budget priorities, program changes and reductions should be freely discussed with the EPAG and with those agencies effected in order to stimulate discussion of options.
- Administration should be reviewed for cuts prior to making service cuts.
- The EPAG should assist the department in developing standards for cultural competency, consumer guided, and community based programs, that they review the Strategic Plan to determine areas which should be implemented.
- Training should be a priority.

SUMMARY OF DMSF RESPONSE TO EPAG REPORT

- That the EPAG be re-constituted as a Mental Health Providers Advisory Committee for the purposes of providing input to the Department on the provision of mental health services in San Francisco;
- That the EPAG work through the Mental Health Advisory Board and use the MHAB process for input, community hearings, and reports;
- That the Substance Abuse, and Forensics sections of the Department continue its planning and input process as already established, and not be a formal part of the EPAG;
- That the EPAG provide input on the Department's efforts to shift toward a rehabilitation model of care for mental health;
- That the structure of the EPAG be developed to maximize efficiency and productivity, which may require a limit on the number of members on the steering committee;
- That town hall meetings be held to inform and discuss future trends and issues regarding mental health;
- That the department continue to maximize its funding from third party sources, and seek grant funding whenever possible;
- That the department develop its budget based on a balance of prioritized need and budget constraints;
- That the EPAG use current administrative support available through the MHAB;
- That administrative support in DMSF be maintained at the current level;
- That the department work to increase professional training opportunities for its providers.

Item 15 - File 15-90-5

This item is a hearing to review taxicab rates in the City and County of San Francisco.

In accordance with Section 1137 of the Police Code, the Board of Supervisors is required to review rates for taxicabs between September 1 and December 1, annually. In compliance with this requirement, on November 8, 1990 the Economic and Social Policy Committee of the Board of Supervisors held a hearing to review taxicab rates in the City (File 15-90-7).

At the same time the Economic and Social Policy recommended and the Board of Supervisors subsequently approved an ordinance amending Part II, Chapter VIII, Article 16 of the Municipal Code to establish a temporary fare surcharge for taxicabs due to the unexpected drastic increases in gasoline prices caused by the current Middle east crisis. The temporary fare surcharge will increase the flag drop rate \$.50 from \$1.40 to \$1.90 for a six-month period.

As noted in the December 5, 1990 Finance Calendar, it is the intention of the Chair of the Finance Committee to entertain a motion to file or table this item.

Item 16 - File 174-89-1

Note: This item was passed for second reading by the Board of Supervisors on February 6, 1989. On February 27, 1989, this item was re-referred to the Finance Committee with a pending Amendment of the Whole. Approximately one year later, on February 6, 1990 pursuant to Rule 3.24, this item was filed and was reactivated pursuant to Rule 4.29 in September, 1990. On September 19, 1990, the Finance Committee continued this item to the Call of the Chair. The following report addresses the Amendment of the Whole.

1. The proposed ordinance would adopt the provisions of Subdivision (a) of Section 2 of Article XIII A of the California Constitution, as amended at the November 8, 1988 election (Proposition 90). Under the proposed Amendment of the Whole, the proposed ordinance would remain in effect only until January 1, 1992, unless the Board of Supervisors extends the provisions by ordinance. Additionally, the Assessor would, by September 1, 1991, provide the Board with information regarding the impact of the proposed ordinance.

2. State law now provides that homeowners over the age of 55 may transfer the current assessed valuation of their home to a replacement home in the same county. Homeowners may qualify for this benefit if they buy or build a replacement home within two years of selling their previous home and the replacement home is of equal or lesser value than the sales price of the home being replaced. The approval of Proposition 90 authorized the State Legislature to extend this program to homeowners who wish to move to different Counties within the State. Counties must adopt an ordinance to permit participation in the special valuation program. As with the existing, intra-county program, homeowners must buy or build a replacement home within two years of selling their previous home and the replacement home must be of equal or lesser value than the sales price of the previous home.

For example, if a homeowner over the age of 55 residing in Butte County in a property assessed at \$100,000 were to sell said property for \$300,000, then this individual could purchase a replacement home in San Francisco, as long as the purchase price was equal to or less than \$300,000, and transfer the assessed valuation of \$100,000 for the previous home in Butte County to the new home in San Francisco County. Normally, the new home would be assessed at the fair market value of \$300,000. For this example, under the special valuation procedure allowed by Proposition 90, the homeowner would pay property taxes to San Francisco of \$1,014 annually, based on an assessed value of \$100,000 instead of property taxes equal to \$3,194 annually based on a fair market value assessment of \$300,000.

3. The State Legislature adopted AB 2878 in September, 1988, which effected statutory implementation of Proposition 90 pending voter approval on November 8, 1988. AB 2878 therefore became effective on November 9, 1988. However, State Board of Equalization legal interpretation of AB 2878 provides that the program

BOARD OF SUPERVISORS
BUDGET ANALYST

would not become effective in individual Counties until a local ordinance is adopted.

4. According to information provided to the Assessor's Office by the Continental Land Title Company, as of August 31, 1989, 12 California Counties had adopted ordinances to enact Proposition 90; 17 had voted to disapprove adoption of an ordinance; and 29 had considered the issue but had not taken any action. The results of the survey conducted by the Continental Land Title Company are included as Attachment 1.

Comments

1. According to the text of the Constitutional amendment approved by Proposition 90, "the Legislature may authorize each county board of supervisors, after consultation with the local affected agencies within the county's boundaries, to adopt an ordinance (enacting Proposition 90)..." "Local affected agency" is defined as any city, special district, or community college district which receives an annual property tax revenue allocation. Therefore, this provision would seem to suggest that the San Francisco Board of Supervisors will need to confer with the Community College District, the Unified School District, the Bay Area Rapid Transit District and the Bay Area Air Quality Management District prior to adoption of the proposed ordinance. The City Attorney has conferred with these agencies and has been advised by each that adoption of the proposed ordinance would not have a significant impact on their respective Districts.

2. The property tax revenue lost or gained by enactment of Proposition 90 in San Francisco will depend on the net number of homes that will be bought in the City by persons qualified for the special valuation and the difference between the assessed value transferred to the new, replacement home in San Francisco and the fair market value of the properties. If eligible persons transfer a property with significantly lower assessed valuation from another County to San Francisco (for example, a property that was owned in another County since before the adoption of Proposition 13 in 1978), then the revenue loss to San Francisco in comparison to property taxes based on current, fair market values for such a property could be significant. Conversely, if a San Francisco resident, with a low, pre-Proposition 13 assessed valuation, transfers their base valuation to another County as a result of Proposition 90, then San Francisco could realize a revenue benefit because the previous San Francisco property would be reassessed at the fair market value.

3. According to Mr. Matt Ashe, Assistant Assessor, the Assessor feels that implementation of the proposed ordinance to enact Proposition 90 would have little or no impact on San Francisco property tax revenue and is recommending its adoption to the Board of Supervisors.

4. The Assessor's opinion that enactment of Proposition 90 in San Francisco would have "little or no impact on property tax revenue" is based on the premise that San Francisco is not a retirement community and that residential property values in San Francisco are generally much higher than values in other California Counties, thus severely limiting opportunities for eligible homeowners

to find replacement property of a value equal to or less than their previous property.

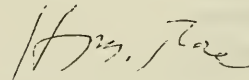
5. It should be noted that, unless all Counties in the State adopt the Proposition 90 provisions, homeowners from Counties which do not adopt Proposition 90 provisions would have a tax incentive to move to those Counties which do adopt Proposition 90 provisions. Therefore, if San Francisco were one of the participating Counties to adopt the Proposition 90 provisions and some Counties were not participating, San Francisco could attract those homeowners wanting to take advantage of the property tax savings. This special attraction would be negated if all the Counties in California were to adopt the Proposition 90 provisions. However, as noted previously, based on the latest information available, 17 of the Counties have voted to disapprove adoption of the Proposition 90 provisions.

6. As previously noted, the City would realize an increase in assessed values if a San Francisco resident with a low, pre-Proposition 13 assessed valuation moves to another County, thereby allowing the San Francisco property to be reassessed at the fair market value. However, the City would realize this increase in value whether or not the proposed ordinance is passed. Therefore, the Budget Analyst believes that approval of the proposed ordinance could only reduce property tax revenues when non-San Francisco residents transfer their out-of-County lower-than-fair-market-value assessments to San Francisco.

7. As stated on the December 5, 1990 Finance Calendar, it is the intention of the Chair of the Finance Committee to entertain a motion to file or table this item.

Recommendation

Approval of this proposed ordinance is a policy matter for the Board of Supervisors.



Harvey M. Rose

cc: Supervisor Walker
Supervisor Maher
Supervisor Hallinan
President Britt
Supervisor Alioto
Supervisor Gonzalez
Supervisor Hongisto
Supervisor Hsieh
Supervisor Kennedy
Supervisor Nelder
Supervisor Ward

Clerk of the Board
Legislative Policy Analysts
Controller
Carol Wilkins
Ted Lakey

BOARD OF SUPERVISORS
BUDGET ANALYST

Information provided by:

Lee Duley - Sales Representative
Continental Land Title
167 S. San Antonio Road, Los Altos, CA 94022
(415) 941-4474

PROPOSITION 90 STATUS FOR ALL CALIFORNIA COUNTIES AS OF 8/31/89

(PROPOSITION 90: (ACA-1-Elder) Enabling Legislation: AB 2878 Elder - Allows homeowners aged 55 or older to transfer the current assessed value of their home to a replacement dwelling in another county if the County Board of Supervisors for the county in which the replacement home is located adopts an ordinance to participate in the program. There is no deadline date for approval, but, the ordinance must remain in effect for a minimum of five years.)

<u>County</u>	<u>Approved/ Date Effective</u>	<u>Disapproved/Date</u>	<u>Considered But No Action Taken</u>	<u>Comments</u>
Alameda	7/13/89			
Alpine			x	
Amador			x	
Butte		5/23/89		
Calaveras			x	
Colusa			x	
Contra Costa	5/19/89			
Del Norte			x	8/28/89 Considered
El Dorado		1/31/89		
Fresno		2/28/89		
Glenn			x	
Humboldt			x	
Imperial			x	
Inyo	8/10/89			
Kern	2/2/89			
Kings			x	
Lake			x	
Lassen			x	
Los Angeles	4/30/89			
Madera		N/G		
Marin	3/30/89			
Mariposa			x	
Mendocino			x	12/6/88 Tabled by Supervisors
Merced			x	
Modoc	7/16/89			

PROPOSITION 90 STATUS FOR ALL CALIFORNIA COUNTIES AS OF 8/31/89

<u>County</u>	<u>Approved/ Date Effective</u>	<u>Disapproved/Date</u>	<u>Considered But No Action Taken</u>	<u>Comments</u>
Monterey		1/24/89		
Napa			x	
Nevada		N/G		
Orange	2/14/89			
Placer		5/9/89		
Plumas			x	
Riverside	4/7/89			
Sacramento		1/7/89		Financial analysis impact report available
San Benito			x	
San Bernardino		5/15/89		
San Diego	3/23/89			
San Francisco			x	
San Joaquin			x	
San Luis Obispo		2/22/89		Reconsider Fall 1989
San Mateo	Fall 1988			
Santa Barbara		N/G		
Santa Clara	6/22/89			
Santa Cruz		N/G		
Shasta		2/28/89		Analysis report available
Sierra			x	
Siskiyou			x	
Solano		3/7/89		
Sonoma		12/8/88		
Stanislaus			x	
Sutter			x	Reconsider in 1990
Tehama			x	
Trinity			x	
Tulare			x	Reviewed by Supervisors
Tuolumne			x	Reviewed by Supervisors
Ventura		3/89		
Yolo		5/2/89		Unanimous vote
Yuba			x	

N/G = Date not given but action taken by Supervisors; * = phone response
All responses received in writing except as noted by *.

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Special

CALENDAR

ACTIONS
TAKEN

DOCUMENTS DEPT.

DEC 14 1990

**SPECIAL MEETING OF
FINANCE COMMITTEE**

Board of Supervisors
City and County of San Francisco

WEDNESDAY, DECEMBER 12, 1990 - 2:00 P.M.

ROOM 228, CITY HALL

MEMBERS: SUPERVISORS WALKER, HALLINAN

ABSENT: SUPERVISOR MAHER

CLERK: PATRICIA J. ENG

NOTE: Copies of the Budget Analyst's Report will be available for review on the counter in the Office of the Clerk of the Board, Room 235, City Hall, 9:00 a.m. the date of the meeting.

1. File 146-90-89. [Grant - Federal Funds] Resolution authorizing the Department of Public Health, Community Substance Abuse Services, to apply for a grant up to the amount of \$11,000,000 per year for three years from the United States Department of Health Services, Office of Treatment Improvement for a drug treatment and research grant demonstration project through the creation of "treatment campus". (Mayor)

ACTION: AMENDED AS FOLLOWS: Line 8, after '"TREATMENT CAMPUS' delete '."' ; and add "; PROVIDING FOR RATIFICATION OF ACTION PREVIOUSLY TAKEN."; Line 14, after "campus" delete '."' ; and add "; providing for ratification of action previously taken." NEW TITLE: "[Grant - Federal Funds] RESOLUTION AUTHORIZING THE DEPARTMENT OF PUBLIC HEALTH, COMMUNITY SUBSTANCE ABUSE SERVICES, TO APPLY FOR A GRANT UP TO THE AMOUNT OF \$11,000,000 PER YEAR FOR THREE YEARS FROM THE UNITED STATES DEPARTMENT OF HEALTH SERVICES, OFFICE OF TREATMENT IMPROVEMENT FOR A DRUG TREATMENT AND RESEARCH GRANT DEMONSTRATION PROJECT THROUGH THE CREATION OF "TREATMENT CAMPUS"; PROVIDING FOR RATIFICATION OF ACTION PREVIOUSLY TAKEN." TO BOARD WITHOUT RECOMMENDATION.

**BOARD OF SUPERVISORS****BUDGET ANALYST**

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415)554-7642

December 12, 1990

TO: Finance Committee**FROM:** Budget Analyst - Recommendations**SUBJECT:** December 12, 1990 Special Meeting of the Finance CommitteeItem 1 - 146-90-89**Department:** Department of Public Health (DPH)
Community Substance Abuse Services (CSAS)**Item:** Resolution authorizing the Department of Public Health to
apply for new Federal and State grant funds.**Grant Amount:** U. S. Department of Health
and Human Services \$10,000,000 annually for 3 years
Matching funds - State 1,000,000 annually for 3 years
Department of Alcohol
and Drug Programs**Source of Funds:** U.S. Department of Health and Human Services and the
State Department of Alcohol and Drug Programs**Grant Period:** 3 years (specific beginning and ending dates of grant are
not known at this time)**Project:** San Francisco Cooperative Agreement for Drug Abuse
Campus Treatment Demonstration Project**Project Description:** The U.S. Department of Health and Human Services has
notified the City of the availability of funds for a treatment
and research demonstration project aimed at improving the
therapeutic residential community treatment model and
increasing the effectiveness, efficiency and economy of the
entire drug abuse treatment system.

The DPH reports that the proposed Drug Abuse Campus Treatment Demonstration Project would provide a setting where several providers, sharing common resources, would deliver residential treatment services to persons who are drug dependent. The project would be located at one or two, as yet undetermined, sites in the City. The project would target racial and ethnic minorities, women of child bearing age, adolescents and pregnant women. The proposed treatment services would include six to 24 months of residential treatment, follow-up care after residential treatment and support services for the families of drug dependent persons who are participating in residential treatment.

DPH advises that in order to answer questions and make comparisons regarding the effectiveness of a particular treatment program provided to a specific population (i.e., adolescents or pregnant women), there would be at least two types of treatment programs offered for each population at the proposed Drug Abuse Campus Treatment Demonstration Project. These treatment programs would differ from one another in some significant manner, such as the duration of treatment or the treatment modality.

The goals of the proposed Drug Abuse Campus Treatment Demonstration Project are as follows:

- To demonstrate and evaluate the effectiveness and efficiency of alternative approaches to treatment.
- To derive useful models for treatment that can be utilized by other States and communities.
- To increase the capacity for residential treatment for persons who are drug dependent, including adolescents, minorities, pregnant women, and female addicts and their children.

The DPH would be responsible for the administering of the proposed project, as well as for the provision of direct client services. Additionally, the DPH would coordinate with community-based agencies for the provision of direct services to clients.

No. of Persons
to be Served:

A maximum capacity of 500 residential treatment patients.

Required Match:

\$2,000,000 (20 percent of Federal grant)

BOARD OF SUPERVISORS
BUDGET ANALYST

Indirect Costs: None

Comments:

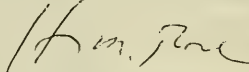
1. As of the writing of this report, the DPH was unable to provide budget details for the application of these Federal and State grant funds. However, Dr. Wayne Clark of DPH, CSAS reports that the Department estimates that a major portion of the grant funds would be used for contractual services rather than in-house services. Additionally, Dr. Clark advises that the grant funds cannot be used to construct a facility. Therefore, the project would have to be based in an already existing facility. According to Dr. Clark, the Department anticipates that the project would be located on a public site. The Department is currently looking at the Naval Shipyards as a possible location for this project. Dr. Clark reports that a detailed budget for expenditure of these Federal and State grant funds will be made available when DPH submits its request to the Board of Supervisors to accept and expend these grant funds.
2. As noted above, the State is providing \$1.0 million or ten percent of the required 20 percent match to the Federal grant. The City would be responsible for the remaining \$1.0 million of the required match. Dr. Clark reports, that the City's share of the match would be provided by merging the existing Tom Smith Substance Abuse Treatment Center, located at SFGH, into the proposed project. For FY 1990-91, the Center is funded through \$512,899 in Federal funds, \$413,826 in State funds and \$341,947 in General Fund monies, for a total program budget of \$1,268,672. The use of the Center for the City's share of the match, would constitute an in-kind contribution and would not involve any new funds. Dr. Clark advises that the Federal grantor would permit the federal portion of the Center's funding to be included as a part of the City's matching fund obligation.
3. The DPH advises that in the event that funds for this project are terminated or reduced in the future, program services and staff would be terminated or reduced accordingly.

4. The DPH reports that the Department is required to submit the application for these grant funds by December 12, 1990, which will result in the Department's submission of the application prior to receiving authorization from the Board of Supervisors to apply for these grant funds. Therefore, the proposed legislation should be amended to authorize DPH to apply for the proposed grant funds retroactively.

5. Given the scope of the proposed project and the fact that the DPH cannot, at this time, provide specific information regarding the location and cost of the proposed project, approval of this proposed legislation is a policy matter for the Board of Supervisors.

6. Attached is the Health Commission "Summary of Grant Request, as prepared by DPH for the proposed grant funds.

Recommendation: If the Board of Supervisors recommends approval, the proposed legislation should be amended to authorize the DPH to apply for the proposed grant funds retroactively.


Harvey M. Rose

cc: Supervisor Walker
Supervisor Maher
Supervisor Hongisto
President Britt
Supervisor Alioto
Supervisor Gonzalez
Supervisor Hallinan
Supervisor Hsieh
Supervisor Kennedy
Supervisor Nelder
Supervisor Ward
Clerk of the Board
Legislative Policy Analysts
Chief Administrative Officer
Controller
Carol Wilkins
Ted Lakey

Item No. Health Commission - Summary of Grant Request Rev. 4/10/90
U.S.D.H.H.S. Mental Health,
 Grantor Office of Treatment Improvement Substance Abuse & Forensic
 Contact Person N/A Division
 Address 5600 Fishers Lane Section Substance Abuse Services
Bethesda, MD Contact Person Wayne Clark, Ph.D.
Telephone 255-3500
 Amount Requested ca \$ 11,000,000 /yr. for 3 yrs. Application Deadline 12/12/90
 Term: From Implementation To 3 years Notification Expected Unknown
 Health Commission Board of Supervisors: Finance Committee
Full Board

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a) grant in the amount of \$11,000,000 from the period of implementation 3 yrs.
 (Circle appropriate words)
 to provide drug abuse campus treatment demonstration project services.
 ca \$11,000,000 per year for three years

II. Summary: (Contract/agency; need addressed; number & groups served; services and providers)
 Project funds would be used for a treatment and research demonstration project to improve the therapeutic residential community treatment model and to increase the effectiveness, efficiency and economy of the total drug abuse treatment system.

III. Outcomes/Objectives:

IV. Effects of Reduction or Termination of These Funds:

In the event that the funds are terminated or reduced, services and staff would be terminated or proportionately reduced. Most of these services will be awarded through a request-for-proposals (RFP) and potential contractors would be informed that such funds terminate after three years and that the City is under no obligation whatsoever.

V. Financial Information:

	<u>Col. A</u> Two Years Ago	<u>Col. B</u> Past Year/Orig.	<u>Col. C</u> Proposed	<u>Col. D</u> Change	<u>Req. Match</u>	<u>Approved by</u>
Grant Amount	N/A	N/A	ca \$11,000,000/yr.	N/A	\$2,000,000	
Personnel			A detailed budget for this projected			
Equipment			grant is not available at this time.			
Contract Svc.			However it is estimated that a large			
Mat. & Supp.			portion of funds would be expended			
Facilities/Space			for contractual services.			
Other						
Indirect Costs						

VI. Data Processing

(costs included above)

N/A N/A Unknown N/A

VII. Personnel

	<u>Col. A</u>	<u>Col. B</u>	<u>Col. C</u>	<u>Col. D</u>
F/T CSC	N/A	N/A	Unknown	N/A
P/T CSC	N/A	N/A	Unknown	N/A
Contractual	N/A	N/A	Unknown	N/A

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:
 Unknown at this time.

Will grant funded employees be retained after this grant terminates? If so, How?

Any grant-funded positions would terminate when the grant project and/or funds terminate unless other grant project funds would be available for employee reassignment.

VIII. Contractual Services: Open Bid X Sole Source (if sole source, attach Request for Exemption Form)

DEC 14 1990

CALENDAR - ACTIONS TAKEN
MEETING OF
FINANCE COMMITTEE
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

WEDNESDAY, DECEMBER 12, 1990 - 2:00 P.M. ROOM 228, CITY HALL

MEMBERS: SUPERVISORS WALKER, MAHER, HALLINAN

CLERK: PATRICIA J. ENG

NOTE: Copies of the Budget Analyst's Report will be available for review on the counter in the Office of the Clerk of the Board, Room 235, City Hall, 10:00 a.m. the date of the meeting.

CONSENT CALENDAR

1. All matters listed hereunder constitute a Consent Calendar, are considered to be routine by the Finance Committee, and will be acted upon by a single roll-call vote of the committee. There will be no separate discussion of these items unless a member of the committee or a member of the public so requests, in which event the matter shall be removed from the Consent Calendar and considered as a separate item:
 - a) File 28-90-21. [Emergency Work] Resolution authorizing the Director of the Department of Public Works to take necessary measures to protect the health, welfare and property of the citizens of San Francisco by performing the necessary work to restore the integrity of the sewer at School Alley, Montgomery Street to 108 feet westerly. (Department of Public Works)
 - b) File 64-90-16.2. [Lease of Real Property] Resolution authorizing three new leases for parking lots located in the vicinity of Sixth and Harrison Streets described as SF-80-21, SF-80-22 and SF-80-23 for the Police and Sheriff Departments. (companion to File 101-89-33.3) (Real Estate Department)
 - c) File 101-89-33.3 [Release of Funds] Requesting release of reserved funds, Sheriff, in the amount of \$51,600 for rent and construction work on parking facility. (companion to File 64-90-16.1) (Sheriff)
 - d) File 64-90-42. [New Sublease of Real Property] Resolution authorizing a new sublease of real property at 1170 Market Street for the Human Rights Commission and Commission on the Status of Women. (Real Estate Department)
 - e) File 64-90-43. [Lease of Real Property] Resolution authorizing lease of real property at 524 Golden Gate Avenue for the Department of Public Works, Bureau of Building Inspection Mechanical Inspection Program. (Real Estate Department)

- f) File 64-90-44. [Lease of Real Property] Resolution authorizing lease of real property at 1235 Mission Street for the Department of Social Services. (Real Estate Department)
- g) File 172-90-25.1. [Marine Terminal Agreement] Resolution approval of second amendment to Marine Terminal Agreement between Nedlloyd Lines and the City and County of San Francisco. (Port Commission)
- h) File 100-89-1.20. To consider release of reserve in the amount of \$18,000 from the Fire Department consent decree program to pay for 15 employees to attend a four-day residential training session at Lone Mountain Conference Center of the University of San Francisco from November 27, 1990 through November 30, 1990. (Supervisor Walker)

ACTION: MEETING CANCELLED DUE TO LACK OF ADVERTISING.

REGULAR CALENDAR

- 2. File 101-90-29. To consider Expanded Planning Advisory Group's Report on the Division of Mental Health, Substance Abuse and Forensic Services, in accordance with the Annual Appropriation Ordinance. (Supervisor Walker)

(Continued from 12/5/90.)

ACTION: MEETING CANCELLED DUE TO LACK OF ADVERTISING.

- 3. File 100-90-1.7. Requesting release of reserve in the amount of \$1,728,631 for the Department of Public Health, Community Mental Health, Central Management and Business and Operations for personal services, mandatory fringe benefits, and holiday and overtime. (Department of Public Health)

ACTION: MEETING CANCELLED DUE TO LACK OF ADVERTISING.

- 4. File 101-90-30. [Government Funding] Ordinance appropriating \$671,399 for travel, training, membership dues and entertainment and promotion, rescinding \$19,597 from permanent salaries - uniform and \$18,617 from mandatory fringe benefits, Fire Department, \$3,445 from materials and supplies \$20,130 from equipment purchase and \$13,800 from data processing/word processing equipment, Public Library and \$121,460 from interdepartmental recovery, Purchasing, and Controller-ISD, various departments for Fiscal Year 1990-91; subject of previous budgetary denial. RO #90105. (Controller)

ACTION: MEETING CANCELLED DUE TO LACK OF ADVERTISING.

- 5. File 101-90-33. [Government Funding] Ordinance appropriating \$24,766, Chief Administrative Officer, for professional and special services, other services, material and supplies, services of other departments - Tax Collector, services of other departments - Reproduction and services of other departments - City Mail Services; placing on reserve \$1,000 pending EIPSC approval as recommended by the Mayor's Office. RO #90116. (Controller)

ACTION: MEETING CANCELLED DUE TO LACK OF ADVERTISING.

6. File 101-90-34. [Government Funding] Ordinance appropriating \$658,386, Water Department, for temporary salaries, overtime, related mandatory fringe benefits, data processing/word processing professional services, vehicle rental, travel, postage, printing, other current services, forms, plumbing supplies, payment to other governments and services of other departments - miscellaneous departments, placing on reserve \$272,106 as recommended by the Mayor's Office. RO #90131. (Controller)

ACTION: MEETING CANCELLED DUE TO LACK OF ADVERTISING.

7. File 170-90-12. [Public Safety Improvement Bonds] Resolution providing for the issuance of \$332,400,000 principal amount of City and County of San Francisco Public Safety Improvement Bonds, and \$10,000,000 principal amount of bonds of an initial series thereof; authorizing the execution of said bonds; and providing for the levy of a tax to pay the principal and interest thereof. (City Attorney)

ACTION: MEETING CANCELLED DUE TO LACK OF ADVERTISING.

8. File 170-90-13. [Correctional Facilities Improvement Bonds] Resolution providing for the issuance of \$16,500,000 aggregate principal amount of City and County of San Francisco Correctional Facilities Improvement Bonds in a single series; authorizing the execution of said bonds; and providing for the levy of a tax to pay the principal and interest thereof. (City Attorney)

ACTION: MEETING CANCELLED DUE TO LACK OF ADVERTISING.

9. File 170-90-14. [General Obligation Bonds] Resolution authorizing and directing the sale of City and County of San Francisco \$75,900,000 principal amount of General Obligation Bonds, Series 1991A (various purpose projects), \$15,200,000 General Obligation Bonds, Series 1991B (Fire Protection System Improvement Project), and \$16,500,000 principal amount of General Obligation Bonds, Series 1991C (Correctional Facilities Improvement Project); prescribing the terms and form of said bonds; approving forms of official notice of sale of bonds and notice of intention to sell bonds; directing the publication of notice of intention to sell bonds; approving the official statement relating thereto; consenting to submission of bids by financing consultants; and authorizing the execution of necessary documents. (City Attorney)

ACTION: MEETING CANCELLED DUE TO LACK OF ADVERTISING.

10. File 141-90-1. [Grant - State Funds] Resolution authorizing the Juvenile Probation Department to apply for, accept and expend funds in the amount of approximately \$1,275,871 and any additional funds which may become available in the future from the Department of the Youth Authority, State of California, for the purpose of performing deferred maintenance in order to eliminate health and safety hazards at the Youth Guidance Center pursuant to the County Correctional Facility Capital Expenditure and Youth Facility Bond Act of 1988. (Supervisor Walker)

ACTION: MEETING CANCELLED DUE TO LACK OF ADVERTISING.

CITY AND COUNTY



OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415)554-7642

December 12, 1990

TO: Finance Committee

FROM: Budget Analyst - Recommendation

SUBJECT: December 12, 1990 Finance Committee Meeting

Item 1a - File 28-90-21

Departments: Department of Public Works (DPW)
Clean Water Program (CWP)

Item: Emergency resolution authorizing the expenditure of funds to restore the integrity of a sewer located at School Alley and Montgomery Street.

Amount: \$45,660

Source of Funds: Clean Water Program Sewer Repair and Replacement Fund

Description: The CWP has determined that the sewer located at School Alley, has numerous cracks and crushed sections and is in a state of collapse. The DPW formally declared that an emergency condition existed, due to the collapse of the sewer, on October 29, 1990.

In accordance with Section 6.30, of the Administrative Code, the CWP initiated expedited contracting procedures for the necessary construction work on the damaged sewer. CWP contracted with Stacy L. Silva Construction, a WBE/LBE firm, to perform the necessary repairs. The CWP reports that the emergency repair work began November 5, 1990. According to the CWP, the work on the damaged sewer was

completed November 16, 1990. The CWP's projected cost of repairs to the sewer is summarized below:

CWP Design	\$19,600
CWP Construction	5,000
DPW Bureau of Engineering	7,000
Construction Contract	45,660
Contingency (10 percent)	<u>4,566</u>
Total	\$81,826

Mr. Ramsis Attia of the CWP reports that although the work on the damaged sewer has been completed, the projected costs totalling \$81,826 have not yet been finalized and the amounts to be paid, in the individual categories, are subject to change.

Comments:

1. Mr. Attia reports that School Alley is not a designated City street and is therefore maintained by the property owners located on the street. Mr. Attia advises that the CWP was first notified of the hazardous condition of the sewer, by the adjacent property owners, in March of 1990. Mr. Attia advises that repair work on the sewer was primarily delayed as a result of the time required to resolve the issue of the property owner's financial responsibility for restoration of the street pavement, after the completion of the repair to the sewer. According to Mr. Attia, discussions between the CWP and the property owners, resulted in the property owners accepting responsibility for payment of all costs associated with the restoration of the street pavement. The above projected costs totalling \$81,826 relate to the repair on the damaged sewer since the repair of the sewer is the responsibility of the City.

2. Mr. Attia advises that the Bureau of Street and Sewer Repair (BSSR), after attempting to clear the blockage in the sewer in September of 1990, notified the CWP that it was unable to perform the required repairs. Mr. Attia reports that the CWP performed the necessary design work for repair of the damaged sewer. According to Mr. Attia the design work was completed October 23, 1990. As indicated above, on October 29, 1990 DPW formally declared that an emergency existed.

3. Mr. Attia reports that the damaged sewer, which is the subject of this report, is located on School Alley, not Montgomery Street. Therefore, the legislation should be amended to delete the reference to Montgomery Street.

Recommendation: Amend the legislation to delete the reference to Montgomery Street and approve the legislation as amended.

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Items 1b and 1c - File 64-90-16.2 and 101-89-33.3

Departments: Department of Real Estate
Sheriff's Department
Police Department

Item: Item 1b (File 64-90-16.2) is a resolution authorizing three new leases for parking lots located in the vicinity of Sixth and Harrison Streets described as SF-80-21, SF-80-22, and SF-80-23 for the Police and Sheriff Departments. Item 1c (File 101-89-33.3) is a request for release of reserved funds for the Sheriff's Department, in the amount of \$51,600, to pay for rent and construction upgrading of the parking lot identified as SF-80-23

Location: Sixth and Harrison Streets

Purpose of Lease: Parking lots

Lessor: California Department of Transportation (CALTRANS)

**No. of Sq. Ft. and
Cost per Month:**

Lot SF-80-21:	25,000 sq. ft. at \$0.034/sq. ft./mo =	\$850/mo.
Lot SF-80-22:	29,250 sq. ft. at \$0.060/sq. ft./mo =	1,750/mo.
Lot SF-80-23:	39,300 sq. ft. at \$0.020/sq. ft./mo =	<u>800/mo.</u>

Total rental cost per month for three leases \$3,400

Annual Cost:

Lot SF-80-21:	\$10,200
Lot SF-80-22:	\$21,000
Lot SF-80-23:	\$9,600

**% Increase
Over 1989-90:** These leases are new.

**Utilities and Janitor
Services Provided by**

Lessor: Not applicable.

Term of Leases: According to the proposed resolution, all three leases began December 1, 1990 and will end November 30, 1992.

Source of Funds: Police Department 1990-91 Budget
Sheriff's Department 1989-90 Budget; Public Safety Reserve

Description: The Real Estate Department requests approval of three leases of space for parking lots located at Sixth and Harrison Streets. The parking lots will be used as replacements while construction work is being done on the Sheriff Department's

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Work Furlough Program and Long-Term Medical-Psychiatric Facility at the Hall of Justice.

As part of the leases, the City would fund needed construction upgrade work on each of the three lots. The estimated cost to upgrade the three lots is \$24,000 for SF-80-21, \$26,000 for SF-80-22, and \$46,000 for SF-80-23.

In the 1989-90 budget, a \$3.6 million Public Safety Reserve was established to fund local match requirements, including \$2.3 million to match State Jail Construction Bond Funds. In October, 1989, the Board of Supervisors approved a supplemental appropriation (File 101-89-33) of \$2,179,000 of the Public Safety Reserve to match State Jail Construction Bond Funds authorized by State Proposition 52. Of the \$2,179,000 in local funds which were appropriated, \$410,149 was placed on reserve pending the submission of details regarding the proposed use of those funds.

In September of 1990, the Board of Supervisors approved a release of \$48,411 in reserves from the \$410,149 in reserved funds. The funds released consisted of \$10,161 for construction upgrade work to lot SF-80-21 and \$38,250 for the construction upgrade and rent to Lot SF-80-22. Item 1c (File 101-89-33.3) is a request to release \$51,600 from the remaining reserved funds to pay for the rent on Lot SF-80-23 for the remaining seven months in FY 1990-91 (\$5,600), and the construction upgrade costs at Lot SF-80-23 (\$46,000).

Lot SF-80-21 would be used by the Police Department. In July of 1990, the Board of Supervisors approved an interim lease for lot SF-80-21 (File 64-90-16). At that time, \$25,000 in the Police Department's Fiscal Year 1990-91 budget was placed on reserve by the Finance Committee. The Board of Supervisors, in September of 1990, approved a request to release a total of \$32,661 in reserves. This included \$22,500 from the reserve of \$25,000, and \$10,161 from the reserve noted above to supplement the Police Department's budget allocation for one year's rent and to pay for the \$24,000 construction upgrade cost of Lot SF-80-21. The release of reserves allowed the Police Department to continue to presently occupy the parking lot.

At that time, the Board of Supervisors also released \$38,250 from the reserve of \$410,149 to pay for seven months rent (from December, 1990 through June, 1991), and the \$26,000 construction upgrade cost at Lot SF-80-22 for the Sheriff's Department.

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Comments:

1. The Real Estate Department advises that the rental rates of \$.034/sq. ft./month, \$.060/sq. ft./month, and \$.020/sq. ft./month for Lots SF-80-21, SF-80-22, and SF-80-23, respectively, are fair market rates.
2. Funds for the continued rental of the three properties would be included in the Police and Sheriff's Departments' Fiscal Year 1991-92 budgets.
3. According to the resolutions, the leases began December 1, 1990. However, of the three parcels to be leased, Lot SF-80-21 for the Police Department is currently occupied. Therefore, the lease for Lot SF-80-21 should be approved retroactively to December 1, 1990. Ms. Claudine Venegas of the Real Estate Department has advised that the remaining two leases for the Sheriff's Department would begin January 1, 1991.
4. The Sheriff's Department has requested release of revenues of \$51,600 including 5,600 for seven months rent or Lot SF-80-23. Since the Department will begin renting Lots SF-80-22 and SF-80-23 January 1, 1991, the Department would only require funds to pay for six months rent, instead of seven months. Therefore, only \$49,050 should be released from reserves (Request of \$51,600 less one month's rent of \$1,750 for Lot SF-80-22 and less one month's rent of \$800 for Lot SF-80-23). The amount of \$49,050 plus the amount of \$38,250 previously released by the Board of Supervisors should be sufficient to pay for construction upgrade work and six months rent for both locations.

Recommendation:

1. Amend the proposed resolution to approve the lease of Lot SF-80-21 retroactive to December 1, 1990, and the lease of Lots SF-80-22 and SF-80-23 to begin January 1, 1991. Approve the proposed resolution as amended (File 64-90-16.2).
2. Reduce the request for release of reserves by \$2,550 from \$51,600 (File 101-89-33.3) to \$49,050 and approve as amended.

Item 1d - File 64-90-42

Departments: Human Rights Commission (HRC)
Commission on the Status of Women (COSW)

Item: Resolution authorizing a new sublease of real property

Location: 1170 Market Street (entire 5th and 6th floors)

Purpose of Sublease: Office space for staff of the Human Rights Commission and the Commission on the Status of Women.

Sublessor: Pacific Gas and Electric Company

No. of Sq. Ft. and Cost per Month: 9,400 sq. ft. @ \$1.17/sq. ft./month = \$10,966

Annual Cost: \$131,592

Term of Sublease: February 1, 1991 to June 30, 1991. The sublease also provides for three one-year extension options, plus a final seven-month extension option from July 1, 1994 to January 31, 1995.

Scheduled Rent Increase: The proposed lease provides for a percentage increase in rent based on an increase in building operating expenses. The Real Estate Department projects that the percentage rent increase for FY 1991-92 would be approximately ten percent.

Utilities and Janitorial Services Provided by Sublessor: Yes

Source of Funds: General Fund monies appropriated in the 1990-91 HRC and COSW budgets.

Comments: 1. The Human Rights Commission and the Commission on the Status of Women are currently paying \$1.19/sq. ft./month for 5,232 square feet of space (4th and 5th floors) at 1095 Market Street. The rate per square foot at the proposed location would be \$1.17/sq. ft./month.

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2. The HRC currently has 42 staff, including 38 Civil Service positions and 4 interns that work 20-35 hours per week. These staff currently occupy 4,568 sq. ft., or an average of 109 square feet per staff person on the 5th floor at 1095 Market Street. The five staff (4 Civil Service and one half-time intern) of the COSW currently occupies 664 sq. ft. on the 4th and 5th floors at 1095 Market Street. Of the 664 sq. ft. of space, 121 sq. ft. is conference room area, located on the 5th floor. The remaining 543 sq. ft., which is located on the 4th floor, provides an average of 109 square feet of office space per staff person.

3. The proposed location at 1170 Market Street would contain 9,400 square feet on two floors and would represent an increase of 4,168 square feet or 79.7 percent more space than the 5,232 at the existing facility located at 1095 Market Street. Ms. Claudine Venegas of the Real Estate Department reports that the 9,400 square feet of space at the proposed location includes two conference rooms occupying 506 square feet, a 274 square foot area to house computer equipment, a 111 square foot coffee room and 8,509 square feet of office space. Of the 8,509 square feet of office space, HRC staff would occupy 7,488 square feet, for an average of 178 square feet, per employee and COSW would occupy 1,021 sq.ft. for an average of 204 square feet per employee.

4. Mr. David Treanor of the HRC reports that the increased office space is needed to relieve overcrowding at the current location. In addition, Mr. Treanor has provided the following justification for HRC's leasing the proposed space:

- (1) The lack of security at the current building is such that office doors are required to be locked at all times.
- (2) The layout of the current space does not facilitate the functional requirements of the HRC staff (i.e., an open space environment is needed where teams of people can work on departmental projects and assignments).
- (3) Custodial services are substandard at the present location.

(4) Due to a lack of security and inadequate electrical wiring the HRC's data equipment and telecommunications equipment, which is used to process and obtain data needed for enforcement of the MBE/WBE ordinance, is currently housed at City Hall in the financial services section of the Controller's Office.

(5) HRC's women's restroom facilities, at the present location, are not equipped to serve the disabled.

5. Ms. Sharon Johnson of the COSW reports that the increased office space is needed to relieve overcrowding and to provide the COSW staff with immediate access to a conference room. Additionally, Ms. Johnson advises that the COSW has a library which is accessible to the public. According to Ms. Johnson the increased office space at the proposed location will allow the public to use the library without directly intruding on the staff's work area.

6. Under the proposed sublease, the sublessor has agreed to complete certain alterations required by the HRC, at an estimated cost of \$57,946. These alterations include creating workstations and an enclosure to house HRC's computer and telecommunications equipment. The sublessor would pay \$40,950 of the estimated \$57,946 in costs for these alterations. The City would be required to pay the remaining \$16,996 within 30 days after the satisfactory completion of the alterations. The \$16,996 needed to pay the City's share of costs for the alterations, is appropriated in the 1990-91 HRC budget.

7. Ms. Venegas reports that the proposed rental amount of \$1.17 per square foot for the 1170 Market Street office space is in accordance with the fair market value of the property.

Recommendation: Approve the proposed resolution.

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Item 1e - File 64-90-43

Department: Department of Public Works (DPW)

Item: Resolution authorizing a new lease of real property.

Location: 524 Golden Gate Avenue (entire 2nd floor)

Purpose of Lease: Office space for the DPW, Bureau of Building Inspection's Mechanical Inspection Division and Administration staff

Lessor: 325 Franklin Associates

No. of Sq. Ft. and Cost per Month: 5,500 sq. ft. @ \$1.25/sq. ft./month = \$6,900 per month

Annual Cost: \$82,800

Term of Lease: January 15, 1991 to December 31, 1992 (two years)

Scheduled Rent Increase: The proposed lease does not provide for any rent increase for the two-year term of the lease.

Utilities and Janitorial Services: Utilities paid for by the City
Janitorial services paid for by the lessor

Source of Funds: Special Revenue Funds (permits and related fees) appropriated in the 1990-91 DPW, Bureau of Building Inspection budget.

Comments:

1. The DPW, Bureau of Building Inspection's Mechanical Inspection Division and Administration staff, currently occupy approximately 2,850 square feet of space, at no cost, in the City Hall Annex at 450 McAllister Street.
2. Mr. Lawrence Litchfield of the DPW, Bureau of Building Inspection (BBI) reports that the increased office space of 2,650 square feet (5,500 square feet less 2,850 square feet) at 524 Golden Gate Avenue is needed to relieve severe overcrowding at the 450 McAllister Street location. Mr. Litchfield advises that the BBI was cited for 52 occupational health and safety violations by the Occupational Health and Safety Administration (OSHA) in October and November of 1990. According to Mr. Litchfield these occupational health and safety violations were primarily related to the overcrowded conditions at 450 McAllister Street.

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3. The BBI is proposing to relocate a maximum of 57 staff to the proposed location at 524 Golden Gate Avenue including 45 staff in the Mechanical Inspection Division and 10-12 staff in the Administration Division. The BBI reports that these employees currently occupy a total of approximately 2,850 square feet at 450 McAllister Street, for an average of approximately 50 square feet per employee. The proposed lease would provide the BBI with a total of 5,500 square feet, or an average of 96.5 square feet per employee.

4. The BBI reports that the space vacated by the 57 staff will be used to alleviate the overcrowded conditions for staff on the ground floor at 450 McAllister Street and to provide for the expansion and improvement of the public service area located on the ground floor level.

5. Under the proposed lease, the lessor has agreed to provide certain tenant improvements required by BBI, including the creation of work areas, lighting improvements and electrical wiring improvements. Mr. Lloyd Gardner of the Real Estate Department reports that the projected cost of the tenant improvements has not, as yet, been determined. The City would be required to pay a portion of the cost of the tenant improvements, in an amount not to exceed \$20,000, which would be paid after the satisfactory completion of the work. The \$20,000 potentially needed to pay the City's share of these costs, is appropriated in the 1990-91 DPW, BBI budget.

6. Mr. Gardner reports that the proposed rental amount of \$1.25 per square foot for the 524 Golden Gate Avenue office space represents the fair market value of the property.

Recommendation: Approve the proposed resolution.

Item 1f - File 64-90-44

Departments: Department of Real Estate
Department of Social Services (DSS)

Item: Resolution authorizing a new lease

Location: 1235 Mission Street (Delta Dental Building)

Purpose of Lease: Rental of office space

Lessor: MD Associates, a Texas limited partnership

**No. of Sq. Ft. and
Cost per Month:** 117,826 square feet @ \$1.67/sq. ft./month = \$196,283

Annual Cost: \$2,355,396

**% Increase
Over 1989-90:** This lease is new.

**Utilities and Janitor
Services Provided by**

Lessor: Janitorial and scavenger services will be provided by lessor.
The City will pay for utilities.

Term of Lease: September 1, 1991 through June 30, 2002

Source of Funds: 25% General Fund Budget
50% Federal Government
25% State Government

Description: Because of overcrowded conditions at DSS offices, DSS proposes to move existing General Assistance, Food Stamps, and Homeless Program staff, totalling 307 employees, from offices located at 1440 Harrison Street and 150 Otis Street to new office space located at 1235 Mission Street, known as the Delta Dental Building. The Delta Dental Building is divided into four floors and a basement and totals 117,826 square feet. DSS proposes to allocate the new building space as follows:

Office Space	65,086 sq. ft.
Public Service Area	30,740 sq. ft.
File storage and computer center	<u>22,000</u> sq. ft.
Total	117,826 sq. ft.

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The facilities at 1440 Harrison and 150 Otis Streets total 95,548 square feet, which provided the 307 employees with an average of 311 square feet per person. However, the space per person calculation for these office buildings includes space allocated for client case files and public service areas. The amount of office space per employee is 147 square feet.

According to Ms. Judy Schutzman of DSS, the current public service area at the 1440 Harrison Street building is 4,000 square feet in size, with a waiting capacity of 135 persons. This space is insufficient to adequately serve DSS clients, since as many as 450 persons may be waiting for assistance at one time. Presently, the overflow of recipients stand in line outside along the street to wait for assistance. Ms Schutzman reports that fights often occur while the recipients wait in line.

The public service area in the proposed 1235 Mission Street building would consist of (1) 100 cubicles for interviewing General Assistance, Food Stamps, and Homeless Program clients; (2) a waiting area for 450 clients to receive their assistance checks or vouchers; and (3) an area for distributing the checks and vouchers.

The basement area would be used for storage of client case files and for locating the Department's computer data center.

Comments:

1. The Real Estate Department advises that the rental rate of \$1.67 per square feet per month is a fair market rate.
2. Of the total space of 117,826 square feet, DSS plans to use 65,086 square feet as office space for Department personnel. Given that 307 staff members would occupy the office space, the amount of office space per person would be approximately 212 square feet. As previously noted, this compares to 147 square feet per person currently provided at 1440 Harrison and 150 Otis Streets, or an increase of 44 percent.
3. After DSS moves the General Assistance, Food Stamps, and Homeless Programs into the Delta Dental Building, DSS intends to move the Family and Childrens Services Division and Foster Care staff (a total of 308 staff), located at 1625 Van Ness and at 170 Otis Street, to the 1440 Harrison Street building. According to Ms. Judy Schutzman of DSS, this move will alleviate overcrowded office conditions at the Department's main building at 170 Otis Street.

4. DSS currently pays \$20,003 per month, or an annual cost of \$240,036, for the interim lease of office space at 1625 Van Ness, currently occupied by the Family and Childrens Services Division. Once the move to 1440 Harrison Street is completed, the rental of the space at 1625 Van Ness will end. DSS expects to move out of the 1625 Van Ness space in October of 1991.

5. Initially, DSS will only occupy approximately 105,000 square feet of the 117,826 square feet at 1235 Mission Street at a monthly rental rate of \$174,908 per month. According to the lease, as renovations are completed, the remaining 12,826 square feet of space would be occupied no sooner than two years after the commencement of the lease in September of 1991. Therefore, the full year rental cost of the 105,000 square feet would initially be \$2,098,896 (\$174,908 per month multiplied by 12 months). For Fiscal Year 1991-92, based on the 105,000 square feet initially available, the proposed new lease of the Delta Dental Building at 1235 Mission Street would cost \$1,749,080 for the ten months beginning September 1, 1991.

6. However, DSS will vacate the space at 1625 Van Ness once the 1440 Harrison Street space is available for occupancy. Therefore, DSS's net cost for Fiscal Year 1991-92 would be \$1,569,053 (\$1,749,080 for the Mission Street facility less \$180,027 for nine months of unneeded rental at 1625 Van Ness). Of the total annual net rental cost of \$1,569,053, 75 percent, or \$1,176,790, would be paid through reimbursements from the State and Federal Governments. The remaining \$392,263 would be the City's General Fund cost.

7. Once the building is fully occupied, the lease of the Delta Dental Building at 1235 Mission Street would increase the Department's rental costs by \$2,355,396 per year. However, because the Department would no longer need to pay for the rental of space at 1625 Van Ness at an annual cost of \$240,036 as described in Comment No. 4, the net rental cost to DSS would be \$2,115,360. Of the total annual net rental cost of \$2,115,360, 75 percent, or \$1,586,520, would be paid through reimbursements from the State and Federal Governments. The remaining \$528,840 would be the City's General Fund cost.

8. According to the proposed lease, in addition to the proposed rental cost, DSS would be responsible for a share of the building renovations at 1235 Mission Street not to exceed \$100,000. These costs would consist of installation of telephone and data wiring, and installation of higher quality carpeting in the staff office space which would be designed to withstand constant use over the ten year duration of the lease. DSS's 1990-91 budget includes funds for the City's share of the renovations.

9. The Department's MediCal Program currently occupies space at 150 Otis Street. Because of increasing caseloads in the past several years, the Department's MediCal Program staff has expanded. Once the Homeless Program staff move to the 1235 Mission Street building, the MediCal Program will occupy all of the 150 Otis Street building.

10. For Fiscal Year 1990-91, DSS had originally budgeted \$318,750 (\$106,250 per month) to pay for three months of rent at the 1235 Mission Street location in anticipation of finalizing the lease agreement. However, as proposed above, the lease would not begin until September 1, 1991, at an eventual monthly rental rate of \$196,283 for 117,826 square feet, or \$90,033 per month more than anticipated. This increased rent represents approximately 84.7 percent more in cost than anticipated.

11. Although DSS had allocated three months rent in its 1990-91 budget for the anticipated cost of the new lease, the actual cost of the proposed lease represents a substantial increase over the anticipated cost of the lease. If the proposed lease is approved, when fully occupied, the lease of 1235 Mission Street would result in a net cost totalling \$2,115,360, annually, including an estimated \$528,840 in cost to the City's General Fund. In light of this substantial increase in rental cost for DSS, approval of the proposed lease should be a policy matter for the Board of Supervisors.

Recommendation: Approval of the proposed lease is a policy matter for the Board of Supervisors.

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Item 1g - File 172-90-25.1

Department: Port of San Francisco

Item: Resolution approving the Second Amendment to the Marine Terminal Agreement between Nedlloyd Lines and the City and County of San Francisco.

Location: San Francisco Port, North Container Terminal, at the east end of Army Street.

Description: On April 1, 1990, the Port initiated a new five-year Marine Terminal Agreement with Nedlloyd Lines for use of its North Container Terminal, which extended the provisions of the prior five-year agreement. The value to the Port of the new agreement was under \$1,000,000 and therefore was not subject to approval by the Board of Supervisors.

Subsequently, Nedlloyd Lines requested a First Amendment to the 1990-95 Agreement to reflect its decision to use the Port of San Francisco as its central location point ("hub") on the West Coast for shipments from South America, Central America, the Caribbean and the Far East. That agreement, with estimated revenues to the Port of approximately \$10,105,000 over the five-year term from wharfage, dockage, and crane rentals, was approved by the Board of Supervisors and became effective on October 4, 1990.

Nedlloyd Lines now seeks to further expand its hub operation at the Port of San Francisco. The proposed Second Amendment to the 1990-95 Agreement would incorporate the following major changes:

1. Increase the TEU* guarantee by 27,000 TEUs from 23,000 TEUs to 50,000 TEUs.
2. Eliminate the termination provision from the first year of the Agreement. The termination provision would apply only to years two through four of the Agreement.
3. Provide the Port's most preferred wharfage and crane rental rates to Nedlloyd.

The Port expects that the increased tonnage volume would generate an estimated \$16 million during the life of the agreement from wharfage, dockage, and crane rental, an

* Twenty foot equivalent units (TEU) are standard size shipping containers measuring 20 ft. long by 8 ft. high by 8 ft. wide.

increase of approximately \$5,895,000 over the previous five-year revenue estimate of \$10,105,000.

Under the proposed amended Agreement, wharfage and dockage would be assessed on a per TEU basis according to a fixed amount as opposed to a sliding scale basis used in the First Amendment to the Agreement. Wharfage is a charge against the amount of cargo that is loaded and unloaded on Port property, and dockage is a charge for parking ships at Port Facilities. Crane rental includes loading and unloading the cargo that is brought through the Port and crane rental fees are assessed on a per hour basis. Under the Second Amendment, crane rental fees would be \$345 per hour in contrast to the \$385 per hour under the existing agreement.

During the period from April 1, 1990 through August 31, 1990, Nedlloyd Lines paid fees according to the schedule outlined in the prior 1985-1990 five-year agreement. From September 1, 1990 through October 31, 1990, Nedlloyd paid fees according to the schedule approved in the First Amendment to the Agreement. For the five-year period commencing November 1, 1990, Nedlloyd has agreed to pay fees according to the proposed schedule as outlined in this report.

The proposed Second Amendment to the 1990-95 Agreement includes the following provisions :

Section 2.02 Term; Termination

Under the proposed amended Agreement, the fees for the five-year term for wharfage and dockage would commence on November 1, 1990, rather than the First Amendment commencement date of September 1, 1990; for purposes of the Agreement, the term "contract year" would mean that period from November 1 to October 31 of succeeding years. The amended Agreement also states that the Agreement may be terminated by either party at the end of the second, third, or fourth contract year up until 45 days following the end of the prior contract year, with written notice.

Section 4.02 Fees for Use

Nedlloyd Lines guarantees an annual minimum of 49 vessel calls for vessels owned, chartered, operated, managed, or controlled by Nedlloyd Lines, which is identical to the existing Agreement. However, Nedlloyd Lines guarantees a minimum annual thruput of 50,000 TEUs, as opposed to the existing Agreement's minimum annual thruput of 23,000 TEUs, excluding empty containers, loaded to or discharged

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from vessels (the "Thruput" guarantee). Containers transshipped at the facility, that is, discharged from one Nedlloyd vessel and reloaded to another Nedlloyd vessel at the Port, would be counted only once for purposes of determining annual thruput. Additionally, Nedlloyd would guarantee 3,500 hours of container crane rental over the five-year period.

Wharfage

Under the proposed amended five-year contract, Nedlloyd Lines would pay wharfage on all full containers at the rate of \$25 per TEU. The wharfage fees in the proposed Second Amendment as compared to the First Amendment are as follows:

<u>TEU</u>	<u>1st Amendment Cost per TEU</u>	<u>2nd Amendment Cost Per TEU</u>
From 1 through 30,000	\$25	\$33
Next 30,001 through 40,000	\$25	\$28
All TEUs over 40,001	\$25	\$27

The proposed amended agreement includes discounted wharfage rates for empty containers. Wharfage on empty containers would be 50 percent of the posted tariff, or approximately \$3.48 per TEU, which is identical to the existing rate. The wharfage on breakbulk cargo* would remain the same rate as agreed upon in the original contract of \$2.79 per revenue ton.

In the event the total contract-guaranteed volume (50,000 TEUs per year or 250,000 TEUs over five years) is not achieved, Nedlloyd Lines would pay the difference between the total guaranteed contract volume and the amount of TEUs actually achieved at the prevailing rate of the contract term. The prevailing rate would be the rate in effect at the end of the Agreement term.

The proposed amended Agreement states that in the event of early termination of the Agreement, Nedlloyd Lines' obligations to the TEU guarantee would be pro-rated based on the percentage of the five-year term that has elapsed. The percentage would then be applied to the total guaranteed contract volume. In the event that Nedlloyd Lines has not met the revised guaranteed contract volume prior to the effective date of any early termination, it would pay the Port for the

* Breakbulk cargo is any item that is not shipped in a container, i.e., automobiles, tractors or coffee.

shortage at the prevailing rate, which would be the rate in effect at the end of the Agreement term.

Six months prior to the end of the second year of the Agreement, the Port and Nedlloyd Lines would meet and confer on the rate structure which would apply to wharfage for the third, fourth, and fifth years. Any proposed change in the rate structure would require approval by the Board of Supervisors.

Dockage

Dockage fees are assessed according to the imposed tariffs. (The tariff is calculated by the number of vessel calls, the length of the vessel and the amount of time the vessel is in Port). Nedlloyd Lines would pay dockage fees at a 60 percent reduction from the posted tariff. Dockage on all calls over 70 per contract year will be assessed at a 75 percent reduction from the posted tariff. The dockage fee discount rates are identical to those specified in the First Amendment to the Agreement.

Section 4.03 Calculation of Initial Fees

Within the initial 90 days of the effective date of this proposed Second Amendment to the Agreement, the Port and Nedlloyd Lines would mutually determine the fees due to the Port from wharfage and dockage, calculated as if the Agreement, as amended by the proposed Second Amendment, had become effective on November 1, 1990.

Comments:

1. The Port revenue generated from the five months of April 1, 1990 through August 31, 1990 is a total of approximately \$117,000 which consists of approximately \$75,000 for wharfage, approximately \$17,000 for dockage and \$25,000 for crane rental. As previously stated, these fees were charged under the renewal fees of the original agreement for the period April 1 through August 31, 1990. As of September 1, 1990, the rates specified in the First Amendment to the Agreement were in effect. As of the writing of this report, revenues to the Port from Nedlloyd Lines commencing September 1, 1990 are not available.

2. As previously stated, the Port estimates that revenues for the five-year life of the Agreement would be \$16 million under the terms of this proposed Second Amendment compared to its previous estimate of revenues of \$10,105,000 under the terms of the existing First Amendment. The table below provides the basis for these estimates.

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First Amendment Estimate

Wharfage	\$ 990,000	(30,000 TEUs x \$33)
Dockage	107,000	(70 calls)
Crane Rent	<u>924,000</u>	(2,400 hours x \$385)
	\$2,021,000	(\$10,105,000 over five years)

Second Amendment Estimate

Wharfage	\$1,500,000	(60,000 TEUs x \$25)
Dockage	126,000	(96 calls)
Crane Rent	<u>1,587,000</u>	(4,600 hours x \$345)
	\$3,213,000	(\$16,065,000 over five years)

3. Article XIX of the City's Administrative Code, "Divestment," prohibits deposits, investments, or other specified uses of City funds with persons, financial institutions, and other businesses that maintain business relations with South Africa entities.

4. It has been reported that Nedlloyd Lines' parent company owns a South African subsidiary, which, if true, would be reason for the City to not contract with Nedlloyd Lines, absent other legal or regulatory constraints. However, according to a City Attorney legal opinion, "the Port's berthing agreements and marine terminal agreements are regulated by the Shipping Act of 1984. Application of the proposed South Africa amendments to these agreements conflicts with the Act, and therefore would be pre-empted."

Recommendation: Based on the City Attorney's legal opinion, approve the proposed resolution.

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Item 1h - File 100-89-1.20

Department: Fire Department

Item: Request for release of reserves

Amount: \$18,000

Source of Funds: Reserved management training funds

Description: In the 1989-90 Fire Department budget, the Finance Committee reserved \$250,000 for management training pending the selection of the contractor. These funds were subsequently carried over as reserved funds for 1990-91.

The Fire Department requests release of \$18,000 from these reserved funds to pay for a management training course attended by 15 key uniformed management personnel in the Department. These officers attended the training course between November 27, 1990 and November 30, 1990. Therefore, an expenditure obligation has already been incurred by the City.

Comments: The Consent Decree requires funding of management training for Fire Department staff. According to Ms. Victoria Macklin of the Fire Department, the Department did not submit this request prior to the management training course, because the Department did not know that the training course would be scheduled for the November 27-30, 1990 dates until the second week of November. Ms. Macklin further advises that the Fire Department was unable to deliver a letter requesting the release of reserves until November 21, 1990.

Recommendation: Approval of the request for release for reserves in the amount of \$18,000 on a retroactive basis for expenditures previously incurred is a policy matter for the Board of Supervisors.

Item 2 - File 101-90-29

Note: This item was continued by the Finance Committee at its meeting of December 5, 1990.

1. This item is hearing to consider the Expanded Planning Advisory Group's Report on the Division of Mental Health Substance Abuse and Forensic Services in accordance with the Annual Appropriation Ordinance.

2. The Finance Committee of the Board of Supervisors requested that an Expanded Planning Advisory Group (EPAG) be convened to prepare a report on how the Division of Mental Health Substance Abuse and Forensic Services (DMSF) can best provide programs and services in FY 1991-92 in view of the anticipated further reduction in Federal and State funding for mental health, substance abuse and forensic services. The Finance Committee requested that the EPAG complete its report by December 1, 1990.

3. The Expanded Planning Advisory Group (EPAG), consisting of approximately 65 self-appointed members and composed primarily of providers of mental health services, was convened on October 22, 1990, for a four-hour planning meeting. This meeting was followed-up by three additional meetings of the full group, the first meeting lasting a full day and the remaining meetings held for four hours each. The EPAG was divided into four task forces, one to develop a mission statement, one to define key terms in service provision, one to look at the relation between budget, priorities and the planning process and one to examine and suggest revisions in the decision-making and communication process within the Department.

4. The EPAG's completed report was reviewed by the Health Commission at its meeting of November 20, 1990. Attached is a summary of the recommendations contained in the EPAG report (Attachment I) and a summary of DMSF's response to the EPAG report (Attachment II).

Summary of EPAG Recommendations :

- Establish the EPAG as an on-going advisory and planning group representing mental health constituents and stakeholders.
- The Group would be advisory to the Deputy Director of Health for DMSF.
- The major role of the group would be to assist the Department to develop consensus among all stakeholders and arrive at recommendations all can support about priorities, the Strategic Plan implementation, program restructuring, the budget, etc.
- The group would include constituencies from the substance abuse and forensics sections of the department.
- The EPAG should operate through a steering committee, which would include members who would be elected from the constituencies. It was decided that the original PAG be convened by the Department, and that the original group consider the inclusion of other constituencies.
- The Division should advocate for more funding;
- The department should prioritize the budget by needs,
- Information should be made available in a timely manner to the EPAG;
- Budget priorities, program changes and reductions should be freely discussed with the EPAG and with those agencies effected in order to stimulate discussion of options.
- Administration should be reviewed for cuts prior to making service cuts.
- The EPAG should assist the department in developing standards for cultural competency, consumer guided, and community based programs, that they review the Strategic Plan to determine areas which should be implemented.
- Training should be a priority.

SUMMARY OF DMSF RESPONSE TO EPAG REPORT

- That the EPAG be re-constituted as a Mental Health Providers Advisory Committee for the purposes of providing input to the Department on the provision of mental health services in San Francisco;
- That the EPAG work through the Mental Health Advisory Board and use the MHAB process for input, community hearings, and reports;
- That the Substance Abuse, and Forensics sections of the Department continue its planning and input process as already established, and not be a formal part of the EPAG;
- That the EPAG provide input on the Department's efforts to shift toward a rehabilitation model of care for mental health;
- That the structure of the EPAG be developed to maximize efficiency and productivity, which may require a limit on the number of members on the steering committee;
- That town hall meetings be held to inform and discuss future trends and issues regarding mental health;
- That the department continue to maximize its funding from third party sources, and seek grant funding whenever possible;
- That the department develop its budget based on a balance of prioritized need and budget constraints;
- That the EPAG use current administrative support available through the MHAB;
- That administrative support in DMSF be maintained at the current level;
- That the department work to increase professional training opportunities for its providers.

Item 3 - File 100-90-1.7

Department: Department of Public Health (DPH),
Community Mental Health (CMH)

Item: Release of reserved funds

Amount: \$1,728,631

Source of Funds: Previously appropriated General Fund monies reserved in
FY 1990-91

Description: During the FY 1990-91 budget process, the Finance Committee recommended that \$1,728,631 included in the Department of Public Health's budget request, to fund salaries and fringe benefits for administrative sections (Central Management and Business and Operations Support) of the Community Mental Health Division, be placed on reserve. The Finance Committee placed these funds on reserve pending the preparation of a report, by the Expanded Planning Advisory Group (EPAG), on how the Division of Mental Health Substance Abuse and Forensic Services (DMSF) can best provide programs and services in FY 1991-92 in view of anticipated further reductions in Federal and State funding for mental health, substance abuse and forensic services. The Finance Committee requested that the EPAG complete its report by December 1, 1990.

The EPAG's completed report was submitted to the Finance Committee on November 26, 1990 (see Item 2, File 101-90-29 of this report). The DPH is now requesting the release of the entire \$1,728,631 which was placed on reserve.

Comment: Ms. Monique Zmuda of DPH reports that, as a follow-up to the EPAG's submission of its report to the Finance Committee, representatives of DPH, the Health Commission and the EPAG will meet on December 10, 1990 to discuss issues regarding the report's recommendations. According to Ms. Zmuda, specific consideration will be given to resolving the issue of whether the EPAG should operate as an advisory and planning committee to DPH through the Mental Health Advisory Board or operate as an independent advisory and planning group to DPH.

Recommendation: Approval of the proposed release of reserved funds is a policy matter for the Board of Supervisors.

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Item 4 - File 101-90-30

Department: Various

Item: Supplemental appropriation ordinance for travel, training, and membership dues.

Amount: \$671,399

Source of Funds:	General Fund Reserve	\$280,608
	Permanent Salaries - Uniform, Fire Department	19,597
	Mandatory Fringe Benefits, Fire Department	18,617
	Materials and Supplies, Library	3,445
	Equipment Purchase, Library	20,130
	Data Processing/Word Processing Equip., Library	13,800
	Reserve for Children and Foster Care, Department of Social Services	193,742
	Interdepartmental Recovery, Purchaser, Controllers Office-ISD	<u>121,460</u>
	Total	\$671,399

Description: In September of 1990, the Board of Supervisors approved reductions in funding for travel, training, memberships, and entertainment and promotions in all General Fund and General Fund-supported departments. The following departments have requested that some or all of these funds be restored to their respective budgets.

	<u>Amount</u>
<u>Assessor</u>	\$10,740

These funds were originally budgeted for travel. These funds are needed to pay for travel expenses for State-mandated audits located outside the City and County. The revenues from these audits more than offset the travel expenses incurred.

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Public Defender

\$1,432

These funds were budgeted for training of investigators. The Memorandum of Understanding between the City and County and the Service Employees International Union requires the provision of funds for training for investigators. Therefore, the Department has requested that funding for training be restored.

Controller

\$131,143

The proposed restoration of funds would be allocated as follows:

Travel	\$3,957
Training	122,993
Memberships	<u>4,193</u>

Total	\$131,143
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The Controller states that funds are needed for training to fulfill existing contractual arrangements with outside vendors, to provide training to City employees using new computer programs and systems, and to provide the Controller's staff with up-to-date information on laws and regulations.

Funds for memberships would be used to retain membership in the County Supervisors Association of California (CSAC) Senate Bill 90 (SB90) Services Section and professional organizations for the Controller's auditors at a total cost of \$4,780. According to the Controller, the membership with the CSAC SB90 Services Section pays for access to information on State mandated programs for which Counties may receive reimbursement and support related to Statewide legislation. Mr. John Madden of the Controller's Office estimates that the County received over \$1 million during Fiscal Year 1989-90 in reimbursements from the State through information gained through the SB90 Services Section.

Funds for travel would be used to pay for travel to Sacramento for Federal Emergency Management Agency (FEMA) reimbursement meetings with the State Office of Emergency Services (OES) and State SB90 reimbursement meetings with CSAC and the State Commission on Mandates, to conduct audits outside the City and County, to enable payroll personnel to attend three professional association conferences.

Comment: Of the \$131,143 proposed for the Controller's Office, \$116,658 for ISD staff training would be charged to other City departments as interdepartmental services. Funding is available in the budgets of these other City departments.

Juvenile Probation

\$55,427

Travel	\$161
Training	54,980
Memberships	<u>286</u>
Total	\$55,427

The Chief Probation Officer is not required to belong to the Chief Probation Officers of California Association. However, the Department states that the Association is the major vehicle by which Counties keep abreast of pending changes in State law.

The Juvenile Probation Department also states that the Chief Probation Officer is often required to attend annual meetings with the Director of the California Youth Authority. State law provides that travel expenses to and from these annual meetings shall be the responsibility of the County. The proposed funding would allow travel to the annual meeting.

The remaining funds would be used to provide intensive training for Juvenile Hall counselors. The proposed training program is intended to address concerns raised in a recent lawsuit against the Department.

Comments: The Mayor's Office has proposed that the Department use a reserve fund of \$100,000 allocated to Juvenile Justice programs. The Juvenile Probation Department does not expect to spend more than \$42,000 from that reserve fund for Fiscal Year 1990-91, and therefore, requests that \$55,427 of the remaining \$58,000 projected to remain in the reserve be allocated to the Department's proposed expenditures on travel, training, and membership.

The use of the Juvenile Justice Programs Reserve as a source of funds is not included in the text of the proposed Supplemental Appropriation Ordinance. Therefore, the proposed ordinance should be amended to add \$55,427 from the Juvenile Justice Programs Reserve as a funding source and delete \$55,427 from the General Fund Reserve funding source.

Recommendation: Amend the proposed ordinance to add \$55,427 from the Juvenile Justice Programs Reserve as a funding source and reduce the General Fund reserve amount by \$55,427, from \$280,608 to \$225,181.

Mayor's Office

\$36,636

The Mayor's Office requests restoration of these funds to pay for the balance of the cost of memberships to the League of California Cities (\$41,588) and the U.S. Conference of Mayors (\$10,450). According to Mr. Claude Everhart of the Mayor's Office, the League of California Cities and the U.S. Conference of Mayors provide extensive lobbying services on behalf of cities at the State and Federal levels. Both organizations have lobbied for AIDS care legislation for San Francisco. Mr. Everhart also states that the City has received grants through the U.S. Conference of Mayors.

Fire Department

\$38,214

The Fire Department proposes to reappropriate \$19,597 in salaries-uniform and \$18,617 in corresponding mandatory fringe benefits to pay for these training and travel budget items totalling \$38,214. The funds are needed to conform to requirements of the Consent Decree and to provide staff training as recommended in the Court Monitor's report.

Police Commission - Senior Escort Program

\$21,410

The proposed funds would be used to restore the Senior Escort Program's travel and training budget amounts.

Comment: In September of 1990, the Board of Supervisors approved a resolution (722-90) to urge the Mayor to submit a supplemental appropriation request to restore the travel and training funds to the Senior Escort Program budget.

Public Library

\$37,375

The Public Library proposes to reappropriate materials and supplies funds (\$3,445), data processing equipment funds (\$13,800), and general equipment funds (\$20,130) to pay for membership in the Bay Area Library Information System (BALIS) at an annual cost of \$50,073. BALIS is one of 15 cooperative library systems operating across the State. BALIS serves libraries in San Francisco, Alameda, and Contra Costa Counties and provides interlibrary loan services, a network of non-City reference sources for Library staff, and staff training opportunities at a reduced cost. The State also requires BALIS membership to qualify for some State subventions and grant funds, as well as State reimbursements for services rendered to other public libraries.

Comment: The Public Library proposes to use existing funds budgeted for other purposes to pay for the BALIS membership. Approval of this request would not incur an additional cost to the City.

Retirement System

\$7,769

Training	\$7,160
Memberships	<u>609</u>
Total	\$7,769

The Retirement System requests restoration of funding for training and membership dues. The Department reports that training is needed to enhance recruitment of claims adjusters, which the Department has been unable to retain. The Department further reports that the State requires the certification of claims adjusters for which the training is needed. Memberships to various insurance associations enable Retirement System staff to attend the training classes at a reduced rate, and to gain access to information on industry trends.

Department of Social Services

\$193,742

The Department requests a reappropriation of the Children and Foster Care Reserve in order to restore budget reductions as follows:

Travel	\$57,280
Training	130,097
Memberships	<u>6,365</u>
Total	\$193,742

The amount for memberships would pay for the balance of cost of membership in the California Welfare Directors Association (CWDA), which costs \$10,000, annually. Membership is not mandatory. However, according to DSS, the CWDA is a major participant in the formulation of State policy for allocation of State appropriations. DSS advises that membership in CWDA is essential to maintain a voice in the allocation of State funds for San Francisco.

With respect to travel expenses, DSS social workers are required by law to provide services involving travel in the reunification of families. Therefore, the Department is requesting the restoration of \$57,280 to fully fund the travel budget.

State law also requires DSS to provide training to all of its eligibility and social worker staff, and therefore requests restoration of its budget for training.

Comment: DSS proposes to use \$193,742 in the Children and Foster Care Reserve to pay for these travel, membership, and training expenditures.

Asian Art Museum

\$41,600

These funds were budgeted in the Museum's original 1990-91 budget and later eliminated as a budget reduction. Although these funds were budgeted in the entertainment and promotion account, according to the Asian Art Museum, the \$41,600 is used to pay for the Museum's Outreach Program consisting of educational programs such as lectures, film series, demonstrations and performances. The Asian Art Museum advises that these funds are also used as in-kind matching contributions to qualify for grant funded programs. For 1990-91, the Asian Art Museum has already received \$175,000 in grants for the Museum's Outreach Program, on which the Department depends on the allocation of the \$41,600 as an in-kind matching contribution. The Museum further advises that the Outreach Program earns approximately \$25,000 per year in revenues from admission fees charged at educational programs. Without funding for the

Outreach Program, the Asian Arts Museum would be unable to accrue these revenues.

Chief Administrative Officer

\$66,615

The CAO requests restoration of funds to pay for the balance of the cost of membership in the Association of Bay Area Governments (ABAG) at an annual cost of \$93,038. The CAO's Office advises that, according to the joint powers agreement governing ABAG, the City must give notice on or before June 1, of each year of its intent to not pay its assessment to ABAG. Since this notification was not made on or before June 1, 1990, the City is still liable for the cost of membership to ABAG.

Coroner's Office

\$2,080

These funds would be used to provide training to additional staff in the use of highly specialized toxicology equipment. The Department reports that only one person is currently trained to use the Department's Gas Chromatograph with Mass Selective Detector. Training funds would also be used to pay for courses required for continued certification of investigators.

Department of Telecommunications

\$4,700

The Department requests restoration of previously budgeted funds as follows:

Travel	\$1,302
Training	3,237
Memberships	<u>161</u>
Total	\$4,700

The Department states that membership and travel funds are needed to enable staff to attend association conferences and meetings. These association conferences and meetings have provided Department staff with resources in preparing the 911 Emergency Organization's Emergency Preparedness and Response Plan, designing the City's Telecommunication Network, and exposure to potential service contract vendors.

The Department states that funds for training would enable staff to keep current with new integrated voice and data communication technology related to equipment now in use in City departments.

Animal Care and Control

\$3,212

The Department of Animal Care and Control has requested restoration of previously budgeted funds as follows:

Travel	\$416
Training	2,580
Memberships	<u>216</u>
Total	\$3,212

The Department has stated that because of State mandates, Animal Care and Control staff must attend various training workshops and seminars conducted by the State Humane Association and other agencies. Therefore, the Department has requested restoration of previously budgeted funds for travel and training. Although the Department is not required to be a member of various animal care and humane societies, the Department advises that it needs to maintain memberships in various organizations in order to receive updated information of current legislation and enforcement regulations.

Purchasing

\$13,651

The Purchasing Department has requested restoration of previously budgeted funds as follows:

Training	\$9,962
Travel	1,432
Memberships	<u>2,257</u>
Total	\$13,651

The Department states that funds for training would be used for providing training on the automated procurement system, forklift safety training for storekeeping staff, and specialized training for mechanics and machinists who perform repair work on the City's emergency vehicles. Funds for the training of mechanics and machinists is already available in budgets of other City Departments.

Funds for travel would be used to cover projected trips to inspect Fire Department pumps being rehabilitated by a Los Angeles area vendor. The Department reports that the vendor is rehabilitating eight pumps, one at a time, and staff must make inspection trips once per month.

Funds for membership dues would be used to maintain membership in the Bay Area Purchasing Council, which advances MBE/WBE participation, and the National Institute of Governmental Purchasers (NIGP). The Purchasing Department states that the membership is required in order to use the NIGP commodity code database, which is part of the Purchaser's new automated procurement system.

Public Administrator/Guardian (PA/PG)

\$1,854

The Public Administrator/Guardian has requested restoration of previously budgeted funds as follows:

Travel	\$859
Training	895
Memberships	<u>100</u>
Total	\$1,854

The Department states that funds for travel and membership would be used to maintain membership in the California State Association of Public Administrators/Guardians/Conservators. Travel funds would be used to attend the Association's conferences. The Department states that the PA/PG is not required to be a member of the Association. However, the PA/PG advises that membership is needed to represent the City's position to the Association with regard to State legislation and policy.

Training funds are required in order to keep staff informed of increasing fiduciary requirements of the Probate Code.

Registrar

\$2,037

The Registrar has requested restoration of previously budgeted funds as follows:

Travel	\$143
Training	1,500
Memberships	<u>394</u>
Total	\$2,037

Funds for travel would be used for placing polling place equipment around the City for elections and for attending meetings with neighborhood groups to recruit poll workers. Mr. Greg Ridenour of the Registrar's Office reports that the Department must recruit more than 3,000 poll workers for each election.

The Registrar states that, because many of the current staff are new, the Department requires membership and training funds to send staff to State-wide Registrar of Voters meetings to review proposed legislation related to elections, changes in State law, and to keep abreast of the impending reapportionment process. The Registrar states that membership in the County Clerk's Association of California is required to attend the meetings and receive training materials produced by the Association.

Agriculture/Weights and Measures

\$1,762

The Department of Agriculture/Weights and Measures has requested restoration of previously budgeted funds as follows:

Travel	\$1,343
Memberships	<u>419</u>
Total	\$1,762

The Department States that the State Food and Agriculture Code requires that the Commissioner be a member of the California Agricultural Commissioners Association, and attend the meetings of the Association.

Comments: Because the above requests were the subject of previous budgetary denial by the Board of Supervisors, approval of this proposed legislation would require a two-thirds approval or eight votes.

Recommendations: 1. Amend the proposed supplemental appropriation ordinance to add \$55,427 from the Juvenile Justice Programs Reserve as a funding source and reduce the General Fund reserve amount by \$55,427 from \$280,608 to \$225,181

2. Approval of the proposed ordinance to release travel, training and membership dues previously deleted by the Board of Supervisors is a policy matter for the Board.

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Item 5 - File 101-90-33

Department: Chief Administrative Officer (CAO)

Item: Supplemental Appropriation Ordinance and placing reserve on \$1,000 pending EIPSC approval as recommended by the Mayor's Office.

Amount: \$24,766

Source of Funds: Business License Tax - Neighborhood Beautification Fund

Description: On June 5, 1990, San Francisco voters approved Proposition D, to establish the Neighborhood Beautification Fund. According to Proposition D, taxpayers may designate a portion of their payroll expense or business tax payment (up to one percent in 1990; actual percent to be determined by the Controller for each year thereafter) for deposit to the Neighborhood Beautification Fund.

The Neighborhood Beautification Fund would be used to finance beautification projects proposed by non-profit organizations, community groups and City departments. The Neighborhood Beautification Fund would have a limit of \$1 million. Any excess business tax proceeds designated for the Neighborhood Beautification Fund over the \$1 million limit would be placed in the General Fund.

The proposed \$24,766 supplemental appropriation would fund the initial start-up costs of the program. The proposed start-up budget for the Neighborhood Beautification and Graffiti Clean-Up Fund is as follows:

Professional and Special Services	\$10,000
Other Services - Printing	4,500
Materials and Supplies	750
Services of Other Departments	
- Tax Collector	3,766
- Reproduction	750
- City Mail Services	5,000
Total	\$24,766

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Comments:

1. Proposition D assigned the responsibility to the CAO for administering the Fund and for developing rules and regulations for the disposition and use of the Neighborhood Beautification and Graffiti Clean-up Fund monies. On November 17, 1990, the Board of Supervisors approved a resolution (File 265-90-1) adopting rules and regulations which the CAO had developed for implementing and governing the Neighborhood Beautification and Graffiti Clean-up Fund.

2. Mr. Willis Tom of the Tax Collector's Office reports that business taxes are paid in two installments each year. As of July 31, 1990, the Tax Collector has collected \$37,600 designated for the Neighborhood Beautification Fund from business tax bills received. These revenues have been deposited into the Neighborhood Beautification Fund. The Tax Collector will collect the next installment and deposit any Neighborhood beautification Fund designated proceeds after March 1, 1991.

3. Mr. Fred Weiner of the CAO's Office reports that the proposed program would be implemented immediately. The proposed outreach and marketing efforts are expected to improve the level of contributions to the Neighborhood Beautification and Graffiti Clean-up Fund during the next business tax collections in the Spring 1991. The projected impact of these outreach efforts on future contributions cannot be estimated at this time. However, it should be noted that to the extent that businesses decide to designate a portion of their payroll expense or business taxes to the Fund, up to the previously noted maximum of \$1 million to be accumulated in the Fund, the total amount of revenue available for the General Fund is reduced.

4. The CAO's Office reports that the proposed funds would be used to initially implement the program. The CAO's Office anticipates requesting another supplemental appropriation in late February or March, 1991 to provide the necessary funds to continue the Neighborhood Beautification and Graffiti Clean-Up Fund Program.

Recommendation:

Approve the proposed ordinance.

The proposed Professional and Special Services funds are to be used to hire a firm to develop and implement a fund-raising and marketing plan for the Neighborhood Beautification and Graffiti Clean-Up Fund. The proposed plan would include outreach efforts, such as direct mail, telephone contact, media, etc. to business taxpayers to inform them of their option to designate to the Fund. Mr. Fred Weiner of the CAO's Office reports that based on a RFP process, two contractors have been selected. One contractor, Rhoda Abrams Management Consulting Services, would receive \$7,000 to coordinate the fundraising campaign. The second contractor, MacKenzie Communication would receive \$3,000 to develop the marketing campaign. Both contractors are WBEs. The contracts are expected to extend from January 1 through March 31, 1991.

The proposed Printing, Materials and Supplies and Reproduction Services would provide grant applications to potential grantees and support the proposed marketing, fundraising and outreach programs.

The proposed Tax Collector costs would fund a 1630 Account Clerk for half-time from February 2, 1991 through April 30, 1991 (6.3 pay periods), the peak tax collection period for business taxes for an estimated cost of \$2,766. An additional \$1,000 cost for computer software is proposed to enable the Tax Collector's staff to maintain a separate data base for those businesses that participate in the program. The proposed ordinance places a reserve on the \$1,000 Tax Collector computer software funds pending the Electronic Information Processing Steering Committee's (EIPSC) approval and recommendation of the Finance Committee.

The proposed City Mail Services would fund mailings to businesses and potential grantees, based on two mailings of 8,000 mailings each at an average cost of \$.30 per mailing, based on assumed postal rate increases.

Item 6 - File 101-90-34

Department: Public Utilities Commission (PUC)
Water Department

Item: Supplemental Appropriation Ordinance

Amount: \$658,386

Source of Funds: Water Department Operating Fund - Unappropriated Revenue

Description: The proposed Supplemental Appropriation ordinance would provide funding to continue the City's mandatory water rationing and conservation programs. The proposed funding would be for the continuation of the existing temporary salaries, overtime and various other objects of expense. No new permanent positions or funding for continuance of grant-funded positions are involved. As recommended by the Mayor's Office, \$272,106 of the requested \$658,386 total amount would be placed on reserve pending the need to continue the programs after April 30, 1991.

On May 8, 1990, the Public Utilities Commission authorized the Water Department to implement a mandatory water rationing program due to a low water supply. To implement that decision, the Water Department reallocated funds from its existing FY 1989-90 budget (\$175,561) and FY 1990-91 budget request (\$683,896 from the Water Conservation Programmatic Budget) for a total of \$859,457 to fund the mandatory water rationing program from May through December, 1990.

This proposed Supplemental Appropriation ordinance would provide funding in the amount of \$658,386 to continue the water rationing and conservation programs from January 1, 1991 through June 30, 1991, as shown on the following page.

Water Rationing and Conservation

<u>Description</u>	<u>Rationing Program</u>	<u>Conservation Program</u>	<u>Contingency</u>	<u>Total</u>
Temp.Sal.	\$367,080			\$367,080
Overtime	30,000	\$ 1,250	\$10,000	41,250
Retirement	59,562	187	1,500	61,249
Health	<u>13,207</u>	<u> </u>	<u> </u>	<u>13,207</u>
Subtotal Salaries	\$469,849	\$1,437	\$11,500	\$482,786
DP/WP Srvcs			\$25,000	\$25,000
Contract Srvcs		\$3,300		3,300
Travel		2,500		2,500
Other Srvcs		43,500	56,000	99,500
Mat. and Supplies		20,600	700	21,300
Fixed Charges		9,000		9,000
Misc. Depts.	<u> </u>	<u>15,000</u>	<u> </u>	<u>15,000</u>
Subtotal Non Salaries	\$0	\$93,900	\$81,700	\$175,600
Grand Total	<u>\$469,849</u>	<u>\$95,337</u>	<u>\$93,200</u>	<u>\$658,386</u>

The contingency of \$93,200 would provide funding for data processing services that would be required to modify existing water-rationing computer programs to further reduce water allocations.

The Mayor's Office has recommended that the contingency amount of \$93,200 plus \$178,906 of the \$469,849 for the water rationing program, or a total of \$272,106, be held in reserve pending the need to actually continue the program following April of 1991, based on the then existing water supply. This reserve would be subject to review and approval by the Finance Committee of the Board of Supervisors

In addition, the Department is requesting \$95,337 to continue its water conservation program, which includes a pilot in-house retrofit program and public education and information campaigns.

Comments:

1. The PUC's stated water rationing objective is to reduce systemwide water demand by 25 percent of the amount used in 1987. An additional objective is to ensure that the City's water supply is sufficient to meet the service area's water consumption requirements through 1991, should there be a

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fifth consecutive dry year. The adequacy of next year's water supply will not be determined prior to March of 1991.

2. The attached table shows comparisons of water usage for both City and suburban customers on a semimonthly basis. The table compares the difference in semimonthly water use in 1987 to 1990 in millions of gallons per day (MGD) and on a percentage basis. The table shows City percentage reductions of approximately 7.4 percent and suburban percentage reductions of approximately 20.1 percent for the corresponding 22 semimonthly periods. According to the Water Department, the substantial reduction in conservation attributable to the water-rationing program during the winter months is due to seasonal reductions in outdoor water use, (i.e., greater water conservation occurs during warm weather months because of significant reductions in outdoor water use).

3. Mr. Carlos Jacobo of the PUC reports that the City has billed its water-use customers a total of \$4.6 million in penalties for excess water use during the period of August 1 through October 31, 1990. \$3.3 million of the total was billed to City users and \$1.3 million was billed to suburban users.

4. A listing of the 18 temporary positions and the costs and benefits for these positions, are shown below:

<u>Class</u>	<u>No. of Employees</u>	<u>Title</u>	<u>Amount</u>
1466D	1	Meter Reader	\$ 15,188
1468D	3	Water Service Clerk	42,809
1478D	3	Sr. Water Service Clerk	47,345
1480D	2	Prin. Water Service Clerk	34,533
1823D	1	Sr. Admin. Analyst	23,139
7316D	6	Water Service Inspector	147,258
7317D	<u>2</u>	Sr. Water Service Inspector	<u>56,808</u>
Total	18	Subtotal	\$367,080
		Retirement	\$61,249
		Health Service	<u>13,207</u>
		Subtotal	\$74,456
		Total	\$441,536

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5. This proposed ordinance would provide funding for the water rationing program for the period of January through June of 1991. Funding for continuation of the program following June of 1991 would require subsequent approval by the Board of Supervisors.

Recommendation: Approve the proposed Supplemental Appropriation Ordinance.

	M G D DIFFERENCE *			DIFFERENCE		
	1990-1987			PERCENTAGES		
	City	Suburban	Total	City	Suburban	Total
	-6.90	-7.00	-13.90	-7.60%	-5.87%	-6.62%
Jan	-5.97	-4.21	-10.17	-6.69%	-3.62%	-4.95%
	-1.81	-9.46	-11.27	-2.13%	-7.54%	-5.35%
Feb	-0.76	-3.50	-4.27	-0.82%	-2.73%	-1.93%
	5.51	-8.61	-3.09	6.59%	-6.59%	-1.44%
Mar	-2.63	-23.88	-26.52	-2.93%	-17.37%	-11.67%
	-0.54	-31.32	-31.88	-0.59%	-20.14%	-12.91%
Apr	0.86	-24.45	-23.59	0.92%	-13.54%	-8.62%
	-3.76	-75.34	-79.09	-3.73%	-32.88%	-23.97%
May	0.33	-64.01	-63.68	0.33%	-26.26%	-18.47%
	-4.64	-65.53	-70.17	-4.65%	-28.54%	-21.31%
Jun	-20.15	-75.75	-95.89	-19.07%	-30.34%	-26.99%
	-11.84	-75.62	-87.46	-11.79%	-29.87%	-24.74%
Jul	-10.05	-68.84	-78.89	-10.02%	-27.43%	-22.46%
	-13.43	-70.27	-83.70	-13.35%	-27.90%	-23.74%
Aug	-12.39	-64.96	-77.34	-12.38%	-25.93%	-22.06%
	-13.19	-67.92	-81.13	-13.59%	-27.08%	-23.32%
Sep	-14.86	-75.63	-90.51	-14.75%	-31.23%	-26.39%
	-8.89	-62.88	-71.77	-9.30%	-28.21%	-22.54%
Oct	-12.74	-73.42	-86.15	-13.32%	-33.84%	-27.56%
	-10.16	-14.51	-24.67	-11.09%	-9.28%	-9.94%
Nov	-11.81	-8.26	-20.08	-12.87%	-5.80%	-8.57%
Dec						

Item 7 - File 170-90-12

1. The proposed resolution would provide for the issuance of \$332.4 million of Public Safety Improvement Bonds approved by the electorate on June 5, 1990, including the initial issuance of \$10 million of these bonds. (The City Attorney will submit an Amendment of the Whole to increase the amount of the initial issuance to \$23.0 million.) The sale of this initial issuance is the subject of Item 9 File 170-90-14, of this report.

2. The \$332.4 million in Public Safety Improvement Bonds are for Phase II of the Earthquake Safety Program which includes seismic safety, asbestos abatement and handicapped access improvements to various City-owned buildings, as follows:

<u>Earthquake damage repairs</u> to 44 City buildings resulting from the October 17, 1989, earthquake.	\$53,440,000
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<u>Life safety and code mandates</u> for asbestos removal and providing handicapped access to the 44 City-owned buildings receiving earthquake damage repairs.	30,150,000
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<u>Facility preservation</u> of City-owned buildings such as repairs to roof leaks and mechanical duct work, including \$26 million for replacement of the Zoo's water, sewer, gas and electrical systems.	42,130,000
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<u>Seismic strengthening</u> upgrades of 20 City buildings to abate seismic hazards and deficiencies.	204,790,000
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<u>Planning and assessments</u> to prepare future planning, design and estimated project cost studies to enable the Department of Public Works to determine the need for seismic reinforcement, asbestos abatement, code mandates and facility preservation in all City-owned buildings.	<u>1,890,000</u>
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<u>Total proposed bond issuance</u>	\$332,400,000
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The Board of Supervisors previously approved the issuance of \$59.7 million in Public Safety Improvement Bonds in April, 1990 (File 170-90-2) to fund Phase I of the Earthquake Safety Program to provide earthquake and other safety improvements to 24 City-owned facilities. This \$59.7 million in Public Safety Improvement Bonds was approved by the electorate in November, 1989.

3. The proposed resolution would also provide for the following:
- Authorize the execution, authentication and registration of these bonds.
 - Provide for levying a tax to pay the principal and interest on the bonds.

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- Provide for the establishment of the Public Safety Improvement Project Fund, as a separate fund to account for the Public Safety Improvement Bond proceeds.

4. The \$332.4 million of Public Safety Improvement Bonds would be sold as needed beginning with the initial issuance of \$23.0 million to be sold in January, 1991. No more than \$65.0 million of these bonds would be sold in any single year. Attachment A to Item 9 of this report details the proposed budget for expenditure of the \$23.0 million initial issuance.

5. The \$332.4 million of Public Safety Improvement Bonds, as approved by the electorate, requires that the authorized amount of the bonds will be reduced by the amount of actual FEMA or State earthquake relief grants received.

Comments

1. According to Mr. Peter Miller of the Chief Administrative Officer's Office, the City Attorney and the bond counsel will closely monitor FEMA or State earthquake relief grants reimbursements for repairs originally funded by the Public Safety Improvement Bonds to insure that all applicable legal requirements are met.

2. Mr. Miller further advises that the proposed resolution to issue the \$332.4 million in Public Safety Improvement Bonds is the legislative step that officially recognizes the intentions of the electorate and establishes general ground rules regarding the bonds. A second legislative action is necessary to authorize sale of the bonds. Item 9 of this report is the legislative action to sell the \$23.0 million initial issuance leaving a balance of \$309.4 million of bonds (\$332.4 million less \$23.0 million) that will be the subject of future legislation to authorize the sale of the \$309.4 million. The actual amount of bond funding necessary, net of FEMA funding, to complete all public safety improvements will be determined when legislation to authorize sale of the remaining \$309.4 million comes before the Board of Supervisors.

Recommendation

Approve the proposed Amendment of the Whole to increase the amount of the initial issuance to \$23.0 million, and approve the proposed resolution as amended.

Item 8 - File 170-90-13

1. The proposed resolution would provide for the issuance of \$16.5 million of Correctional Facilities Improvement Bonds approved by the electorate on November 6, 1990. The sale of these bonds is the subject of Item 9, File 170-90-14, of this report.

2. The \$16.5 million in Correctional Facilities Improvement Bonds will fund the City's required local match to \$39.5 million in State grants for the construction of a new jail medical facility, a larger work furlough facility and for making health, safety and other improvements to the jails.

3. The proposed resolution would also provide for the following:

- Authorize the execution, authentication and registration of these bonds.
- Provide for levying a tax to pay the principal and interest on the bonds.
- Provide for the establishment of the Correctional Facilities Improvement Project Fund, as a separate fund to account for the Correctional Facilities Improvement Bond proceeds.

4. The entire \$16.5 million of Correctional Facilities Improvement Bonds would be sold in January, 1991.

Recommendation

Approve the proposed resolution.

Item 9 - File 170-90-14

1. The proposed ordinance would authorize and direct the sale of General Obligation Bonds at a rate not to exceed 11 percent consisting of \$75.9 million in Series 1991A, \$15.2 million in Series 1991B and \$16.5 million in Series 1991C for a grand total of \$107.6 million, as follows (The City Attorney is submitting amended legislation to increase the Series 1991A total to \$88.9 million resulting in a revised grand total of \$120.6 million):

<u>Series 1991A</u>	<u>Million</u>
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<u>Public Safety Improvement Bonds of 1990 - Initial Issuance</u>	\$23.0
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A total of \$332.4 million in Public Safety Improvement Bonds were approved by the electorate on June 5, 1990, and are proposed to be issued by Item 7 File 170-90-12, of this report. The proposed issuance includes the designation of an initial issuance of \$23.0 million of these bonds. These \$332.4 million in Public Safety Improvement Bonds are for seismic safety, asbestos abatement and disability access improvements to various City-owned buildings.

<u>Public School Facilities System Improvement Bonds of 1988</u>	55.0
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A total of \$90.0 million of these bonds were approved by the electorate in June 1988 and issuance was previously authorized by the Board of Supervisors (File 318-87-6). \$35.0 million were sold in July, 1988, and the remaining \$55.0 million is the subject of this proposed legislation. Public School Facilities System Improvement Bonds support health, safety and structural preservation needs of classroom buildings of the San Francisco Unified School District.

<u>Police Facilities Improvement Bonds of 1987</u>	10.9
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In November, 1987 the electorate approved \$28.0 of General Obligation Bonds to fund the replacement, relocation or renovation of ten San Francisco Police Department facilities including the establishment of a seismic strategy to insure that the Northern, Potrero and Taraval stations would remain operational after a major disaster. Issuance of the \$28.0 million and the sale of an \$11.0 million initial series were previously authorized by the Board of Supervisors (File 297-88-2). The proposed sale of \$10.9 million would leave a balance of \$6.1 million to be sold in the future.

<u>Total - Series 1991A</u>	<u>\$88.9</u>
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Series 1991B

Fire Protection Improvement Bonds of 1986

\$15.2

The electorate approved \$46.2 million in General Obligation Bonds in November, 1986 and the Board of Supervisors authorized issuance of these bonds in June, 1987, (File 332-87-1) for the construction of a high-pressure water system including bay suction connections and cisterns and an emergency operations center. \$31.0 million of these bonds were sold in July 1987, leaving a balance of \$15.2 million which are the subject of this legislation.

Series 1991C

Correctional Facilities Improvement Bonds of 1990

16.5

In November, 1990, the electorate approved Proposition A which authorizes \$16.5 in General Obligation Bonds as the local match to \$39.5 million in State grants for the construction of a new jail medical facility, a larger work furlough facility and for making health, safety and other improvements to the jails. The issuance of these bonds is the subject of Item 8, File 170-90-13, of this report.

Total Proposed Bond Sale

\$120.6

2. The proposed ordinance would also provide for the following:

- Authorize publication of the official notice relating to the sale of these bonds. The sale is to be held on January 9, 1991.
- Specifying the form and terms of the issuance and authorizing the preparation of the bonds. All bonds to be sold will pay interest not to exceed 11 percent per year and will mature in the year 2011 (20 year terms). Interest will be paid semiannually beginning on December 15, 1991.
- Establishing Special Funds related to the bonds. Taxes collected to pay off the bonds will be deposited in the Special Funds.
- Approving the official statement relating to the bonds. Copies of the official statement containing the particulars of the bond sale, including a statement of the financial condition of the City, shall be available to all bidders.
- Consenting to the submission of bids by the financial consultants and authorizing official action. Bonds will be awarded to the bidder whose

bid represents the lowest interest cost to the City. Such award must be approved by the Board of Supervisors.

- Provides that the City Treasurer may appoint fiscal agents or financial institutions to distribute bond interest payments.

Comments

1. According to Mr. Robert Kenealey of the City Attorney's Office, the proposed ordinance meets the technical requirements for selling General Obligation Bonds that have already been approved by the electorate. Approval of this ordinance would permit the sale of the bonds and the depositing of bond proceeds in the designated Special Funds. However, all future appropriations of these Bond Fund monies would be subject to separate approval by the Mayor and the Board of Supervisors through Supplemental Appropriation Ordinances.

2. The proposed ordinance states that the bonds will not exceed a maximum annual interest rate of 11 percent. However, Mr. Peter Miller of the CAO's Office reports that if the bonds were sold today, the bonds would probably be sold at between 6.5 percent and 7.0 percent annual interest rate.

3. Mr. Miller estimates that on a 20-year basis, and assuming an interest rate of approximately seven percent, the proposed \$120.6 million bond redemption would result in a total bond interest cost of approximately \$107,076,000 and a total debt service requirement of approximately \$227,676,000. Over the 20-year period, this would result in a debt service of approximately \$11,383,000 per year. For the first year of the 20-year term of the bonds, an interest rate of approximately seven percent would result in approximately a \$.0226 (two and 26/100 cents) increase in the property tax rate. At this rate, the owner of a house assessed at \$200,000 would pay approximately \$43.62 in additional property taxes for the first year of the 20 years of the bond issue.

4 The City's current bonding capacity is approximately \$1.14 billion. The proposed sale of \$120.6 million of General Obligation Bonds would reduce the City's bonding capacity to approximately \$1.02 billion.

5. Preliminary cost estimates for the Public Safety Improvement Bonds, the Public School Facilities System Improvement Bonds and the Police Facilities Improvement Bonds are attached (Attachments A, B and C, respectively). Chief James R. Lynch, Fire Department Chief of Support Services, reports that cost estimates for expenditure of Fire Protection Improvement Bonds proceeds will be provided with the Supplemental Appropriation ordinance request to appropriate the bond proceeds. According to Lieutenant Michael E. La Vigne, Capital Projects Manager for the Sheriff's Office, the Sheriff's Office plans to submit a Supplemental Appropriation Ordinance soon to appropriate the \$16.5 million in Correctional Facilities Improvement Bonds proceeds and will request that all funds be reserved except for \$1,579,671 to be expended according to the attached summary (Attachment D).

6. This legislation does not permit any bond fund expenditures. Any such expenditures must be subsequently appropriated by the Board of Supervisors.

7. Items 7 and 8 (Files 170-90-12 and 170-90-13, respectively) of this report must be approved to issue the Public Safety Improvement Bonds and the Correctional Facilities Improvement Bonds before the sale of these bonds can occur, as proposed by this ordinance.

Recommendation

Approve the proposed Amendment of the Whole to increase the Series 1991A bonds from \$75.9 million to \$88.9 million and to increase the total sale from \$107.6 million to \$120.6 million, and approve the proposed ordinance, as amended.

EARTHQUAKE SAFETY PROGRAM - PHASE 2 JUNE 1990

\$ 332.4 MILLION

BOND SALE SUMMARY

28 NOVEMBER 1990

BUILDING	JOB # SUFFIX	ORIGINAL BUDGET	PRE-BOND SUPPLEMENTAL ORD. #334-90	SUPPLEMENTAL REQUEST	JANUARY 1991 FIRST BOND SALE
1 Bernal Heights Library	QUF	424,100 *	0	14,000	14,000
2 Candlestick Stadium	QF	629,000	0	0	0
3 Cas Complex	Q	171,600	0	0	0
4 City Hall	QUF	128,640,600	766,972	600,000	1,254,972
5 City Hall Annex	QF	136,000	0	44,000	44,000
6 Civic Auditorium	QUF	27,709,000	6,972	3,316,108	3,323,080
7 Davies Hall	QF	760,000	0	91,200	91,200
8 De Young Museum Complex	QF	366,800	0	57,600	67,600
9 DPH Hdqtrs.	QUF	17,735,100	61,972	600,000	681,972
10 Des Office- 150 Otis St.	QF	179,000	0	179,000	179,000
11 OSS Office- 170 Otis St.	F	64,800 *	0	64,800	64,800
12 EDP Building	QF	213,800	0	0	0
13 Eureka Branch Library	UF	617,800 *	0	16,000	16,000
14 Excelsior Library	UF	314,200 *	0	12,000	12,000
15 General Hospital Complex	QUF	3,027,000	0	1,537,668	1,537,668
16 Golden Gate Library	UF	674,500 *	0	18,000	18,000
17 Hall of Justice	QF	642,600	0	65,112	65,112
18 Ingleside Police Station	UF	1,010,000 *	101,900	917,100	1,019,000
19 Laguna Honda Hospital	QF	436,000	0	300,000	300,000
20 Legion of Honor	Q	80,000	0	80,000	80,000
21 Main Library	QF	6,280,000	0	1,056,000	1,056,000
22 Marina Branch Library	UF	634,800 *	0	16,000	16,000
23 Marina Green Park	Q	2,271,600	227,180	2,044,620	2,271,600
24 Marina Green- West End Restrooms	QF	168,400	0	0	0
25 Mission Bartlett Parking Garage	F	18,000 *	0	0	0
26 Mission Library	F	100,000	0	0	0
27 Music Concourse	QF	7,450,000	0	894,000	894,000
28 North Beach Library	UF	755,800 *	0	20,000	20,000
29 Opera House	QUF	42,225,000	6,972	500,000	606,972
30 Ortega Library	UF	425,800 *	0	14,000	14,000
31 Palace of Fine Arts/Explor	UF	645,000	0	77,400	77,400
32 Park Police Station	UF	1,025,000 *	0	123,000	123,000
33 Police Academy	F	18,000 *	0	18,000	18,000
34 Purchaser's Main Shop Building	F	18,000 *	0	18,000	18,000
35 Purchaser's Office & Sub-shops	F	18,000 *	0	18,000	18,000
36 San Bruno Men's Jail	UF	10,700,000 *	0	1,284,000	1,284,000
37 San Bruno Women's Jail	UF	854,000	0	102,480	102,480
38 South of Market Cultural Center	F	18,000 *	0	18,000	18,000
39 St. Mary's Garage	Q	634,000	53,400	480,600	534,000
40 Taraval Police Station	F	18,000 *	0	18,000	18,000
41 Turk St. Sub-Station	F	18,000 *	0	18,000	18,000
42 Veteran's Building	QUF	40,965,000	6,972	500,000	606,972
43 West Portal Library	UF	771,300 *	0	21,000	21,000
44 Western Addition Library	UF	440,200 *	0	14,000	14,000
45 Youth Guidance Center	QF	794,200	0	794,200	794,200
46 S.F. Zoo Subsurface Infrastructure	F	26,000,000	760,000	0	760,000
SUBTOTAL		325,640,000	2,002,340	15,773,668	17,776,228
47 Asbestos Set-aside	F	2,930,000	0	0	0
48 Minor Earthquake Damage	Q	1,940,000	1,018,000	922,000	1,940,000
49 Planning and Assessment		1,890,000	0	0	0
50 D.P.W. Program Management/Control		0	608,080	2,262,400	2,870,480
SUBTOTAL		332,400,000	3,626,420	18,956,288	22,586,708
51 Chief Administrative Officer		0	35,000	0	35,000
52 City Attorney		0	120,000	0	120,000
53 Controller		0	220,000	0	220,000
TOTAL		332,400,000	4,003,420	18,956,288	22,961,708

JOB # SUFFIX: (Q-EARTHQUAKE DAMAGE) (U-SEISMIC UPGRADE) (F-FACILITY PRESERVATION / ASBESTOS/DISABLED ACCESS)

*: THE EARTHQUAKE REPAIR COMPONENT FOR THESE PROJECTS IS INCLUDED IN LINE 48

PRIMARY CONTACTS: MARK A. PRIMEAU, BUREAU OF ARCHITECTURE, 653-1056 OR 654-8486

JORGE ALFARO, BUREAU OF ARCHITECTURE, 654-8440

10/01/90

SFUSD: Proposition A - School Repair Program

FALL 1990

Estimated
Project Costelec-lighting/elec upgrade

Burnett	CC	13,000
Cleveland	ES	162,000
E.R. Taylor	ES	250,000
Edison	ES	79,000
Hawthorne	ES	167,000
Jefferson	ES	71,000
Jose Ortega	ES	90,000
Lafayette	ES	80,000
Leonard R. Flynn	ES	121,000
Mission Education Center	ES	33,000
Raphael Weill	ES	150,000
Sherman	ES	84,000
West Portal	ES	63,000

heating/ventilation upgrade

John McLaren	CC	75,600
El Dorado	ES	10,000
Everett	MS	1,103,400

roof replacement

Alamo	ES	60,000
Chinese Education Center	ES	35,000
George Peabody	ES	7,000
George Washington Carver	ES	150,000
Treasure Island	ES	108,000
Treasure Island Annex	ES	51,000
William R. De Avila	ES	75,000

site improvements

Mission	CC	17,000
Golden Gate	ES	94,000
Marshall	ES	20,000
William R. De Avila	ES	40,000
Mission	HS	638,000

toilet rehab/plumbing upgrade

John McLaren	CC	29,100
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window sash replacement

Alvarado	ES	107,200
Bryant	ES	4,000
Buena Vista	ES	65,100
Clarendon	ES	162,800
Dr. William Cobb	ES	76,200
E.R. Taylor	ES	105,200
Edison	ES	123,300
El Dorado	ES	61,100

* Estimated Project Cost includes fees for A/E design, consultants, construction management and construction.

Page 1

10/01/90

SFUSD: Proposition A - School Repair Program

FALL 1990

Estimated
Project Cost

Golden Gate	ES	53,100
Guadalupe	ES	83,200
Hawthorne	ES	103,200
Jefferson	ES	43,000
John Muir	ES	120,300
Lafayette	ES	125,300
Sanchez	ES	41,100
Sherman	ES	107,200
Sunnyside	ES	62,100
West Portal	ES	70,200
William R. De Avila	ES	110,200
Winfield Scott Staging	ES	31,200
Aptos	MS	45,100

Projects FALL 1990: 50

Cost of Projects FALL 1990: \$5,576,200

* Estimated Project Cost includes fees for A/E design, consultants, construction management and construction.

10/01/90

SFUSD: Proposition A - School Repair Program

SPRING 1991

		Estimated Project Cost
<hr/>		
<u>elec-lighting/elec upgrade</u>		
Claire Lilienthal	ES	50,000
William R. De Avila	ES	101,000
<u>handicap access</u>		
Louise Lombard/Bay	HS	67,000
<u>heating/ventilation upgrade</u>		
Frank McCoppin	ES	10,000
Roosevelt	MS	431,100
Visitation Valley	MS	500,000
Galileo	HS	521,500
Lowell	HS	270,900
Golden Gate Annex	PR	95,900
<u>painting-exterior</u>		
John McLaren	CC	24,800
Alvarado	ES	65,000
Bryant	ES	38,000
Buena Vista	ES	42,000
Claire Lilienthal	ES	21,000
Commodore Sloat	ES	46,000
Daniel Webster	ES	39,000
Dr. William Cobb	ES	46,000
E.R. Taylor	ES	67,000
Frank McCoppin	ES	27,000
George Peabody	ES	20,000
Grattan	ES	56,000
Leonard R. Flynn	ES	65,000
S.F. Community/Excelsior	ES	42,000
Sanchez	ES	75,000
Sherman	ES	68,000
Sutro	ES	26,000
Treasure Island	ES	47,000
Winfield Scott Staging	ES	42,000
Everett	MS	67,000
Horace Mann Academic	MS	213,321
Potrero Hill	MS	132,000
Lowell	HS	106,270
Newcomer	HS	79,000
<u>roof replacement</u>		
Jefferson Annex	CC	7,830
Laguna Golden Gate	CC	30,000
Mission	CC	25,000
Mission Annex	CC	11,000
Potrero Terrace	CC	15,000
Theresa S. Mahler	CC	24,000

* Estimated Project Cost includes fees for A/E design, consultants, construction management and construction.

SPRING 1991

		Estimated Project Cost
<hr/>		
Yerba Buena	CC	55,000
Buena Vista	ES	96,000
Claire Lilienthal	ES	37,000
Commodore Sloat	ES	139,000
E.R. Taylor	ES	165,000
Edison	ES	77,000
Fairmount	ES	72,000
Garfield	ES	127,000
Grattan	ES	168,000
Guadalupe	ES	120,000
Jefferson	ES	150,000
Mark Twain	ES	69,000
McKinley	ES	25,000
Raphael Weill	ES	240,000
Sanchez	ES	151,000
West Portal	ES	86,000
<u>site improvements</u>		
Alamo	ES	87,000
Argonne	ES	164,000
Commodore Stockton	ES	27,000
E.R. Taylor	ES	63,000
El Dorado	ES	60,000
Fairmount	ES	156,000
Hawthorne	ES	29,000
Jose Ortega	ES	75,000
Junipero Serra	ES	28,000
McKinley	ES	45,000
Mission Education Center	ES	141,000
S.F. Community/Excelsior	ES	24,000
<u>toilet rehab/plumbing upgrade</u>		
Florence Martin	CC	26,300
Geary	CC	41,300
Mission	CC	31,200
Mission Annex	CC	13,700
San Miguel	CC	75,000
Theresa S. Mahler	CC	9,000
Alvarado	ES	103,200
Buena Vista	ES	232,000
Cleveland	ES	100,000
Commodore Sloat	ES	25,800
Dr. William Cobb	ES	194,600
El Dorado	ES	64,500
George Washington Carver	ES	114,000
Golden Gate	ES	141,900
Hawthorne	ES	234,400
Jefferson	ES	222,000
John Muir	ES	293,000

* Estimated Project Cost includes fees for A/E design, consultants, construction management and construction.

SPRING 1991

Estimated
Project Cost

Jose Ortega	ES	86,000
Lafayette	ES	171,000
Leonard R. Flynn	ES	256,300
Longfellow	ES	162,000
McKinley	ES	53,000
Mission Education Center	ES	81,000
S.F. Community/Excelsior	ES	100,000
Sunnyside	ES	129,100
William R. De Avila	ES	318,500
Winfield Scott Staging	ES	249,000
Mission	HS	516,400
<u>window sash replacement</u>		
Marshall	ES	7,000

Projects SPRING 1991: 96

Cost of Projects SPRING 1991: \$10,341,821

* Estimated Project Cost includes fees for A/E design, consultants, construction management and construction.

FALL 1991

Estimated
Project Costasbestos abatement

John O'Connell	HS	215,630
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elec-lighting/elec upgrade

Jefferson Annex	CC	17,500
Theresa S. Mahler	CC	29,400
Chinese Education Center	ES	16,000
Dr. William Cobb	ES	53,000
El Dorado	ES	61,000
Golden Gate	ES	83,000
Hillcrest	ES	56,000
Mark Twain	ES	55,000
Everett	MS	395,000
Francisco	MS	251,000
Presidio	MS	836,000
Roosevelt	MS	450,000
Balboa	HS	998,000
Galileo	HS	1,466,000
George Washington	HS	254,000
Lowell	HS	345,000
Mission	HS	1,175,000

fire/life safety

Burnett	CC	3,050
Bret Harte	ES	14,130
John Muir	ES	12,857
Sir Francis Drake	ES	17,802
Herbert Hoover	MS	85,376
James Lick	MS	23,558
Luther Burbank	MS	56,547
Visitation Valley	MS	56,529

heating/ventilation upgrade

Claire Lilienthal	ES	30,000
Aptos	MS	950,300
Francisco	MS	577,900
Lowell	HS	387,000

library expansion

John O'Connell	HS	95,000
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roof replacement

John O'Connell	HS	125,000
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site improvements

Chinese Education Center	ES	3,000
George Washington Carver	ES	45,000
Marshall	ES	21,930

* Estimated Project Cost includes fees for A/E design, consultants, construction management and construction.

FALL 1991

Estimated
Project Costwindow sash replacement

Claire Lilienthal	ES	33,000
Everett	MS	110,000
Francisco	MS	292,200
Herbert Hoover	MS	139,300
Horace Mann Academic	MS	205,400
Presidio	MS	35,100
Balboa	HS	397,900

Projects FALL 1991: 42

Cost of Projects FALL 1991: \$10,474,409

* Estimated Project Cost includes fees for A/E design, consultants, construction management and construction.

10/01/90

SFUSD: Proposition A - School Repair Program

SPRING 1992

Estimated
Project Costroof replacement

Everett	MS	73,000
Francisco	MS	50,000
Horace Mann Academic	MS	30,000
Luther Burbank	MS	80,000
Potrero Hill	MS	158,000
Roosevelt	MS	600,000
Visitation Valley	MS	300,000
Galileo	HS	162,500
Louise Lombard/Bay	HS	96,000
Lowell	HS	353,000
Mission	HS	138,000
Phillip & Sala Burton	HS	300,000
Woodrow Wilson	HS	419,500

science lab upgrade

Aptos	MS	90,000
Everett	MS	90,000
Francisco	MS	100,000
James Lick	MS	100,000
Presidio	MS	100,000
Roosevelt	MS	50,000
Balboa	HS	261,000
Galileo	HS	239,500
International Studies	HS	80,000
Lowell	HS	125,000
Mission	HS	241,000
Woodrow Wilson	HS	125,000

site improvements

Burnett	CC	33,500
Cabrillo	ES	12,000
Glen Park	ES	65,000
Jefferson	ES	15,000
Monroe	ES	17,000
Sheridan	ES	94,900
Francisco	MS	72,000
Potrero Hill	MS	106,000
Roosevelt	MS	119,000
Visitation Valley	MS	60,000
Balboa	HS	431,040

toilet rehab/plumbing upgrade

Sheridan	ES	112,000
Everett	MS	993,000
Francisco	MS	748,800
Horace Mann Academic	MS	335,800
James Lick	MS	278,600

* Estimated Project Cost includes fees for A/E design, consultants,
construction management and construction.

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10/01/90

SFUSD: Proposition A - School Repair Program

SPRING 1992

		Estimated Project Cost
Luther Burbank	MS	17,000
Presidio	MS	278,600
Roosevelt	MS	368,000
Visitation Valley	MS	101,000
Balboa	HS	1,143,800
Galileo	HS	45,000
<u>window sash replacement</u>		
Mission	HS	311,600
Woodrow Wilson	HS	63,000

Projects SPRING 1992: 49

Cost of Projects SPRING 1992: \$10,183,140

* Estimated Project Cost includes fees for A/E design, consultants, construction management and construction.

FALL 1992

Estimated
Project Costelec-lighting/elec upgrade

Bessie Carmichael	ES	185,000
Jean Parker	ES	30,400

handicap access

Burnett	CC	15,000
Yoey at Bessie Smith	CC	23,000
Cabrillo	ES	200,000
Edison	ES	25,000
Hillcrest	ES	350,000
Jefferson	ES	312,500
Leonard R. Flynn	ES	375,000
Mission Education Center	ES	350,000
S.F. Community/Excelsior	ES	350,000
Sanchez	ES	350,000
Aptos	MS	350,000
Francisco	MS	202,000
James Lick	MS	450,000
Mission	HS	50,000

heating/ventilation upgrade

Sarah B. Cooper	CC	32,900
Bryant	ES	19,000
Chinese Education Center	ES	23,000
Cleveland	ES	232,200
Filipino Education Center	ES	7,000
Garfield	ES	34,000
George Peabody	ES	25,000
Junipero Serra	ES	132,000
Mark Twain	ES	206,000
McKinley	ES	95,000
Monroe	ES	230,000
Sanchez	ES	272,600
Potrero Hill	MS	62,000
Presidio	MS	856,600
Louise Lombard/Bay	HS	146,000

roof replacement

Jean Parker	ES	84,000
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site improvements

Bessie Carmichael	ES	118,000
Jean Parker	ES	24,000

window sash replacement

Bessie Carmichael	ES	51,100
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* Estimated Project Cost includes fees for A/E design, consultants, construction management and construction.

10/01/90

SFUSD: Proposition A - School Repair Program

FALL 1992

Estimated
Project Cost

Projects FALL 1992: 35
Cost of Projects FALL 1992: \$6,268,300

* Estimated Project Cost includes fees for A/E design, consultants, construction management and construction.

SPRING 1993

Estimated
Project Costasbestos abatement

Lawton	ES	62,280
Miraloma	ES	47,690

elec-lighting/elec upgrade

Commodore Stockton	ES	293,000
Francis Scott Key	ES	56,800
Lawton	ES	7,000
Miraloma	ES	75,000
Robert Louis Stevenson	ES	90,000
Ulloa	ES	100,000
Visitacion Valley	ES	160,000
A.P. Giannini	MS	250,000
Downtown	HS	179,200
Sunshine	HS	172,000

handicap access

Lawton	ES	350,000
Miraloma	ES	350,000
Robert Louis Stevenson	ES	274,500
A.P. Giannini	MS	200,000
Mark Twain	HS	283,000

heating/ventilation upgrade

Commodore Stockton	ES	448,100
Robert Louis Stevenson	ES	181,600
Rooftop	ES	83,000

library expansion

Alvarado	ES	55,000
Bret Harte	ES	55,000
El Dorado	ES	55,000
Glen Park	ES	55,000
Hawthorne	ES	55,000
Hillcrest	ES	55,000
Jefferson	ES	55,000
Herbert Hoover	MS	130,000
Balboa	HS	100,000
International Studies	HS	55,000

painting-exterior

Commodore Stockton	ES	116,230
Francis Scott Key	ES	58,000
John Swett	ES	32,000
Lawton	ES	75,000
Rooftop	ES	29,000
Ulloa	ES	65,000
Visitacion Valley	ES	131,522

* Estimated Project Cost includes fees for A/E design, consultants, construction management and construction.

SPRING 1993

Estimated
Project Cost

	Ctr for Independent Study	HS	10,000
	Downtown	HS	68,000
<u>roof replacement</u>			
	Francis Scott Key	ES	43,000
	Lawton	ES	140,000
	Miraloma	ES	50,000
	Visitation Valley	ES	37,000
	Herbert Hoover	MS	347,000
	Downtown	HS	109,000
<u>science lab upgrade</u>			
	A.P. Giannini	MS	100,000
	Sunshine	HS	50,000
<u>site improvements</u>			
	Florence Martin	CC	20,000
	Geary	CC	30,000
	Douglas Traditional	ES	24,000
	Dr. Charles R. Drew	ES	30,000
	Francis Scott Key	ES	30,000
	Garfield	ES	20,000
	George Peabody	ES	125,000
	Miraloma	ES	10,000
	Robert Louis Stevenson	ES	46,000
	Rooftop	ES	120,000
	Ulloa	ES	42,000
	A.P. Giannini	MS	40,000
	James Denman	MS	129,000
	Abraham Lincoln	HS	414,000
	Ctr for Independent Study	HS	10,000
	Downtown	HS	47,000
	Mark Twain	HS	80,000
<u>toilet rehab/plumbing upgrade</u>			
	Commodore Stockton	CC	3,290
	Las Americas	CC	46,800
	Commodore Stockton	ES	547,800
	Francis Scott Key	ES	216,700
	Glen Park	ES	28,000
	Lakeshore	ES	74,600
	Lawton	ES	252,800
	Ulloa	ES	96,000
	Visitation Valley	ES	290,400
	A.P. Giannini	MS	562,600
	Herbert Hoover	MS	448,100
	Abraham Lincoln	HS	851,400
	Mark Twain	HS	247,700
	Sunshine	HS	86,100

* Estimated Project Cost includes fees for A/E design, consultants, construction management and construction.

SPRING 1993

		Estimated Project Cost
<hr/>		
Sunshine	HS	123,000
<hr/>		
<u>window sash replacement</u>		
Bret Harte	ES	39,100
Commodore Stockton	ES	127,300
Douglas Traditional	ES	56,100
Glen Park	ES	90,200
John Swett	ES	55,100
Lawton	ES	122,300
Miraloma	ES	35,190
Robert Louis Stevenson	ES	95,200
Rooftop	ES	47,100
Ulloa	ES	91,200
James Denman	MS	175,000
Abraham Lincoln	HS	142,300
Ctr for Independent Study	HS	61,100
Downtown	HS	68,000
Sunshine	HS	63,000

Projects SPRING 1993: 94

Cost of Projects SPRING 1993: \$12,154,402

TOTAL COSTS: \$54,998,272 (Estimated)

* Estimated Project Cost includes fees for A/E design, consultants, construction management and construction.

**1987 SFPD Bond Program Schedule/Supplemental Appropriations
(Includes 2nd Bond Sale - December 90)**

PROJECT	Original Budget	Revised Approved Budget	1st Bond Sale July 88	Total Finance Committee Reserve	Expended as of Sept. 90	2nd Bond Sale December 90
A. BAYVIEW STATION	\$ 6,500,000	\$ 5,150,000	\$2,624,013	0	\$1,501,615	\$ 2,525,987
B. PISTOL RANGE	600,000	3,650,000	*3,650,000	0	1,612,827	0
C. CENTRAL STATION	2,800,000	2,800,000	218,000	0	177,131	100,000
D. RICHMOND STATION	2,600,000	*3,377,700	2,600,000	0	457,708	(777,700)*
E. INGLESIDE STATION	700,000	1,600,000	1,600,000	0	422,448	0
F. MISSION STATION	7,800,000	7,800,000	360,000	0	58,085	3,000,000
G. TARAVAL STATION	4,800,000	4,800,000	396,000	0	113,226	4,404,000
H. JUVENILE BUREAU	1,100,000	1,100,000	0	0	0	220,000
I. PARK STATION	600,000	600,000	0	0	0	150,000
J. GOLDEN GATE STABLES	500,000	500,000	0	0	0	500,000
TOTALS	\$28,000,000	**\$31,377,700	*\$11,448,013	0	\$4,343,040	\$10,899,987

*Includes \$938,167 interest earned from First Bond Sale + \$10,509,846 from First Bond Sale.

**\$3,377,700 over original budget will be augmented by interest funds from Bond proceeds and sale of surplus properties at the existing Potrero Station, Juvenile Division on Greenwich Street and possibly the existing Mission Station site.

*Approximately \$200,000 is included for a temporary trailer facility during construction. Plus, approximately \$470,000 and \$100,000 is included for seismic upgrading and wheelchair ramp respectively.

*\$777,700 supplemental funding will be requested by SFPD from interest earnings from 1st Bond Sale.

The following is an estimate from the Department of Public Works, Office of Financial Management, on the amount of CCSF funds needed during the remainder of this fiscal year.

Bond Sale Supplemental Appropriation

Initial Disbursement Estimate

Bureau of Architecture - 11/09/90

<u>Project/Budget Item:</u>	<u>Amount:</u>
1. <u>Fire and Life Safety - Hall of Justice Jails:</u>	-0-
2. <u>New Sheriff's Facility (5206A):</u>	
Architectural Design Contingency	\$45,951
Bureau or Arch. Services	\$20,000
Construction Mmgmt. (CCSF for 3 mos.)	\$30,000
Testing services during construction	\$30,000
Geotechnical Services	\$60,000
Replacement Parking Lot Renovation	\$750,000
<u>Required Permits</u>	<u>\$114,055</u>
Subtotal:	\$1,050,006
<u>Items ineligible for state funding</u>	<u>\$100,000</u>
Subtotal:	\$1,150,006
3. <u>Services Building:</u>	
Architectural Design	\$296,215
EIR Services	\$100,000
Bur. of Architecture Services	\$14,450
Geotechnical Consultant Services	\$9,000
<u>Art Enrichment Administration</u>	<u>\$10,000</u>
Subtotal:	\$429,665
Total Amount:	\$1,579,671

Item 10 - File 141-90-1

Department: Juvenile Probation Commission
Youth Guidance Center

Item: Resolution authorizing the Juvenile Probation Department to apply for, accept, and expend State grant funds in the amount of approximately \$1,275,871, and any additional funds which may become available in the future, from the Department of the Youth Authority, State of California. The purpose of the grant funds is to perform deferred maintenance in order to eliminate health and safety hazards at the Youth Guidance Center, pursuant to the County Correctional Facility Capital Expenditure and Youth Facility Bond Act of 1988 (the Act).

Amount: \$1,275,871 (approximate minimum)

Source of Funds: State of California-California Youth Authority

Project: Perform deferred maintenance at the City's Youth Guidance Center

Project Description: The County Correctional Facilities Capital Expenditure Bond Act of 1988 provided \$65 million to assist State counties to construct, remodel, or renovate juvenile detention facilities. The Act provides for funds to be distributed to counties demonstrating the need to relieve juvenile facilities overcrowding or to remedy safety deficiencies.

The Youth Guidance Center has a significant number of maintenance projects required to alleviate safety deficiencies that have been deferred due to a lack of funding. The estimated cost of the deferred maintenance projects is \$1,701,161 in construction and construction-related costs. As of the writing of this report, the Department had not provided the Budget Analyst a listing of those projects.

The FY 1990-91 Budget includes \$185,000 allocated for facility maintenance at the Youth Guidance Center.

No. of Persons to be Served: Approximately 3,600 detainees annually.

Indirect Cost: None permitted.

Required Match: 25 percent of the State allocation (\$318,968 minimum).

BOARD OF SUPERVISORS
BUDGET ANALYST

Comments:

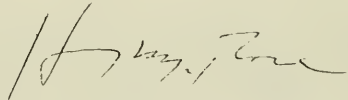
1. The Finance Committee of the Juvenile Probation Commission voted on November 20, 1990, to move the proposed resolution to the Juvenile Probation Commission for approval. According to Ms. Patricia Grice of the Juvenile Probation Department, Departmental staff members are in the process of refining the proposed resolution and further defining facility maintenance projects that could be included for State funding. As of the writing of this report, the Juvenile Probation Commission has not approved the proposed resolution. Since the Juvenile Probation Commission has not yet approved the proposed authorization to apply for, accept and expend these State grant funds, any approval by the Finance Committee of the Board of Supervisors would have to be subject to the approval by the Juvenile Probation Commission.
2. Ms. Grice reports that this is the initial request by the Department for funding under the Act and that December 15, 1990, is the final date that the California Youth Authority will accept applications for funding. Ms. Grice also reports that any funds allotted under the Act must be encumbered by a contract no later than November 8, 1992.
3. Ms. Grice reports that the California Youth Authority will accept favorable action by the Finance Committee on the proposed resolution as sufficient for meeting the cut-off date of December 15, 1990 for accepting the City's funding application, pending approval by the full Board of Supervisors. The earliest that the Board of Supervisors could approve the proposed resolution is December 17, 1990. Therefore, approval of the apply for clause of the proposed resolution by the Board of Supervisors would be retroactive.
4. Ms. Grice has also stated that the California Youth Authority will permit those funds allocated by the City since November 8, 1988, on projects that would have qualified under the guidelines for project approval under the Act, as local matching funds. As of the writing of this report, the Department has not provided the Budget Analyst a listing of the projects previously funded by the City that would qualify under the Act.
5. Ms. Grice further reports that the Department intends to submit an Amendment of the Whole to the proposed resolution at the Finance Committee meeting. As of the writing of this report, the proposed amendment is not available to the Budget Analyst.

BOARD OF SUPERVISORS
BUDGET ANALYST

6. The Department has not completed the Summary of Grant Request form that is normally attached to reports concerning grant request legislation.

7. Since all of the projects have not yet been finalized and since the amount of the grant is presently open-ended, the accept and expend portion of this grant should be deleted. Since the Juvenile Probation Commission has not yet approved the proposed authorization, the Department has not provided a listing of projects to be qualified as local matching funds, an Amendment of the Whole is proposed, but not yet prepared and the Department has not completed a Summary of Grant Request, approval of the proposed apply for portion of this grant is a policy matter for the Board of Supervisors.

Recommendations: Amend the proposed resolution to delete the provisions authorizing the Juvenile Probation Department to accept and expend the proposed grant funds. If the Board approves the apply for portion of the proposed resolution, amend the resolution to include a retroactive clause. However, approval of the proposed legislation, which is in a rudimentary form as of the writing of this report, is a policy matter for the Board of Supervisors.



Harvey M. Rose

cc: Supervisor Walker
Supervisor Maher
Supervisor Hongisto
President Britt
Supervisor Alioto
Supervisor Gonzalez
Supervisor Hallinan
Supervisor Hsieh
Supervisor Kennedy
Supervisor Nelder
Supervisor Ward
Clerk of the Board
Legislative Policy Analysts
Chief Administrative Officer
Controller
Carol Wilkins
Ted Lakey

ACTIONS TAKEN
CALENDAR
SPECIAL MEETING OF
FINANCE COMMITTEE
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

DOCUMENTS DEPT.

DEC 19 1990

SAN FRANCISCO
CIVIC CENTER

FRIDAY, DECEMBER 14, 1990 - 2:00 P.M. ROOM 228, CITY HALL

MEMBERS: SUPERVISORS WALKER, MAHER, HALLINAN

ABSENT: SUPERVISOR MAHER

CLERK: PATRICIA J. ENG

NOTE: Copies of the Budget Analyst's Report will be available for review on the counter in the Office of the Clerk of the Board, Room 235, City Hall, 10:00 a.m. the date of the meeting.

CONSENT CALENDAR

1. All matters listed hereunder constitute a Consent Calendar, are considered to be routine by the Finance Committee, and will be acted upon by a single roll-call vote of the committee. There will be no separate discussion of these items unless a member of the committee or a member of the public so requests, in which event the matter shall be removed from the Consent Calendar and considered as a separate item:
 - a) File 28-90-21. [Emergency Work] Resolution authorizing the Director of the Department of Public Works to take necessary measures to protect the health, welfare and property of the citizens of San Francisco by performing the necessary work to restore the integrity of the sewer at School Alley, Montgomery Street to 108 feet westerly. (Department of Public Works)
 - b) File 64-90-16.2. [Lease of Real Property] Resolution authorizing three new leases for parking lots located in the vicinity of Sixth and Harrison Streets described as SF-80-21, SF-80-22 and SF-80-23 for the Police Department and Sheriff's Departments (companion to File 101-89-33.3) (Real Estate Department)
 - c) File 101-89-33.3 [Release of Funds] Requesting release of reserved funds, Sheriff, in the amount of \$51,600 for rent and construction work on parking facility. (companion to File 64-90-16.1) (Sheriff)
 - d) File 64-90-42. [New Sublease of Real Property] Resolution authorizing a new sublease of real property at 1170 Market Street for the Human Rights Commission and Commission on the Status of Women. (Real Estate Department)
 - e) File 64-90-43. [Lease of Real Property] Resolution authorizing lease of real property at 524 Golden Gate Avenue for the Department of Public Works, Bureau of Building Inspection Mechanical Inspection Program. (Real Estate Department)

- f) File 64-90-44. [Lease of Real Property] Resolution authorizing lease of real property at 1235 Mission Street for the Department of Social Services. (Real Estate Department)
- g) File 172-90-25.1. [Marine Terminal Agreement] Resolution approval of second amendment to Marine Terminal Agreement between Nedlloyd Lines and the City and County of San Francisco. (Port Commission)
- h) File 100-89-1.20. To consider release of reserve in the amount of \$18,000 from the Fire Department consent decree program to pay for 15 employees to attend a four-day residential training session at Lone Mountain Conference Center of the University of San Francisco from November 27, 1990 through November 30, 1990. (Supervisor Walker)

ACTION: Item 1a, File 28-90-21. AMENDED AS FOLLOWS: Line 4, after "AT SCHOOL ALLEY", deleted ", MONTGOMERY STREET"; Line 15, after "at School Alley" delete ", Montgomery Street". NEW TITLE: "[Emergency Work] RESOLUTION AUTHORIZING THE DIRECTOR OF THE DEPARTMENT OF PUBLIC WORKS TO TAKE NECESSARY MEASURES TO PROTECT THE HEALTH, WELFARE AND PROPERTY OF THE CITIZENS OF SAN FRANCISCO BY PERFORMING THE NECESSARY WORK TO RESTORE THE INTEGRITY OF THE SEWER AT SCHOOL ALLEY TO 108 FEET WESTERLY." RECOMMENDED AS AMENDED. TO BOARD AS A COMMITTEE REPORT ON MONDAY, 12/17/90.

Item 1b, File 64-90-16.2. AMENDED AS FOLLOWS: Line 15, delete "The leases shall commence December 1, 1990, and shall end November 30, 1992." and substitute: "The lease for lot SF-80-21 shall commence December 1, 1990, and shall end November 30, 1992; the leases for lots SF-80-22 and SF-80-23 shall commence January 1, 1991, and shall end November 30, 1992." NO CHANGE IN TITLE. RECOMMENDED AS AMENDED. TO BOARD AS A COMMITTEE REPORT ON MONDAY, 12/17/90.

Item 1c, File 101-89-33.3. HEARING HELD. RELEASE OF \$49,050 RECOMMENDED. RESOLUTION PREPARED IN AND REPORTED OUT OF COMMITTEE AUTHORIZING RELEASE OF \$380,229 (includes \$154,606, File 101-89-33.1; and \$176,643, File 101-89-33.2) ENTITLED: "[Release of Reserved Funds] RESOLUTION AUTHORIZING THE CONTROLLER TO RELEASE \$380,229, FOR THE SHERIFF, FOR CONTRACTUAL SERVICES, CITY ATTORNEY SERVICES, RENTAL AND CONSTRUCTION UPGRADE OF CALTRANS PARKING LOTS, THE REAL ESTATE DEPARTMENT SERVICE FEE, COSTS FOR THE BUREAU OF ENGINEERING, AND FOR RENT AND CONSTRUCTION WORK ON PARKING LOTS." RECOMMENDED. TO BOARD AS A COMMITTEE REPORT ON MONDAY, 12/17/90.

Item 1d, File 64-90-42. RECOMMENDED. TO BOARD AS A COMMITTEE REPORT ON MONDAY, 12/17/90.

Item 1e, File 64-90-43. RECOMMENDED. TO BOARD AS A COMMITTEE REPORT ON MONDAY, 12/17/90.

Item 1f, File 64-90-44. AMENDMENT OF THE WHOLE BEARING SAME TITLE ADOPTED. RECOMMENDED AS AMENDED. TO BOARD AS A COMMITTEE REPORT ON MONDAY, 12/17/90.

Item 1g, File 172-90-25.1. RECOMMENDED. TO BOARD AS A COMMITTEE REPORT ON MONDAY, 12/17/90.

Item 1h, File 100-89-1.20. HEARING HELD. RELEASE OF \$18,000 RECOMMENDED. FILED.

REGULAR CALENDAR

2. File 101-90-29. To consider Expanded Planning Advisory Group's Report on the Division of Mental Health, Substance Abuse and Forensic Services, in accordance with the Annual Appropriation Ordinance. (Supervisor Walker)

(Continued from 12/5/90.)

ACTION: HEARING HELD. CONTINUED TO CALL OF THE CHAIR, TO BE CALENDARED FOR MARCH, 1991.

3. File 100-90-1.7. Requesting release of reserve in the amount of \$1,728,631 for the Department of Public Health, Community Mental Health, Central Management and Business and Operations for personal services, mandatory fringe benefits, and holiday and overtime. (Department of Public Health)

ACTION: HEARING HELD. RESOLUTION (as presented by Supervisor Walker in Committee) PREPARED IN AND REPORTED OUT OF COMMITTEE ENTITLED: "[Planning Process, Department of Public Health] RESOLUTION STRUCTURING THE EXPANDED PLANNING ADVISORY GROUP WITHIN THE DEPARTMENT OF PUBLIC HEALTH, AND PARTIAL RELEASE OF RESERVES BUDGETED FOR DEPARTMENT OF MENTAL HEALTH, SUBSTANCE ABUSE AND FORENSIC SERVICES." RECOMMENDED. TO BOARD AS A COMMITTEE REPORT ON MONDAY, 12/17/90.

4. File 101-90-30. [Government Funding] Ordinance appropriating \$671,399 for travel, training, membership dues and entertainment and promotion, rescinding \$19,597 from permanent salaries - uniform and \$18,617 from mandatory fringe benefits, Fire Department, \$3,445 from materials and supplies \$20,130 from equipment purchase and \$13,800 from data processing/word processing equipment, Public Library and \$121,460 from interdepartmental recovery, Purchasing, and Controller-1SD, various departments for Fiscal Year 1990-91; subject of previous budgetary denial. RO #90105. (Controller)

ACTION: AMENDED TO ADD \$55,427 from Juvenile Justice Programs Reserve as a funding source and reduce the General Fund reserve amount to \$225,181. NO CHANGE IN TITLE. RECOMMENDED AS AMENDED. TO BOARD AS A COMMITTEE REPORT ON MONDAY, 12/17/90.

5. File 101-90-33. [Government Funding] Ordinance appropriating \$24,766, Chief Administrative Officer, for professional and special services, other services, materials and supplies, services of other departments - Tax Collector, services of other departments - Reproduction and services of other departments - City Mail Services; placing on reserve \$1,000 pending EIPSC approval as recommended by the Mayor's Office. RO #90116. (Controller)

ACTION: AMENDED AS FOLLOWS: Line 5, after "PENDING EIPSC APPROVAL" delete "AS RECOMMENDED BY THE MAYOR'S OFFICE"; Line 24, change "Section 1." to read "Section 2. NEW TITLE: "[Government Funding] ORDINANCE APPROPRIATING \$24,766, CHIEF ADMINISTRATIVE OFFICER, FOR PROFESSIONAL AND SPECIAL SERVICES, OTHER SERVICES, MATERIALS AND SUPPLIES, SERVICES OF OTHER DEPARTMENTS - TAX COLLECTOR, SERVICES OF OTHER DEPARTMENTS - REPRODUCTION AND SERVICES OF OTHER DEPARTMENTS - CITY MAIL SERVICES; PLACING ON RESERVE \$1,000 PENDING EIPSC APPROVAL." RECOMMENDED AS AMENDED. TO BOARD AS A COMMITTEE REPORT ON MONDAY, 12/17/90.

6. File 101-90-34. [Government Funding] Ordinance appropriating \$658,386, Water Department, for temporary salaries, overtime, related mandatory fringe benefits, data processing/word processing professional services, vehicle rental, travel, postage, printing, other current services, forms, plumbing supplies, payment to other governments and services of other departments - miscellaneous departments, placing on reserve \$272,106 as recommended by the Mayor's Office. RO #90131. (Controller)

ACTION: AMENDED AS FOLLOWS: Line 6, after "PLACING ON RESERVE \$272,100" delete "AS RECOMMENDED BY THE MAYOR'S OFFICE". NEW TITLE: "[Government Funding] ORDINANCE APPROPRIATING \$658,386, WATER DEPARTMENT, FOR TEMPORARY SALARIES, OVERTIME, RELATED MANDATORY FRINGE BENEFITS, DATA PROCESSING/WORD PROCESSING PROFESSIONAL SERVICES, VEHICLE RENTAL, TRAVEL, POSTAGE, PRINTING, OTHER CURRENT SERVICES, FORMS, PLUMBING SUPPLIES, PAYMENT TO OTHER GOVERNMENTS AND SERVICES OF OTHER DEPARTMENTS - MISCELLANEOUS DEPARTMENTS, PLACING ON RESERVE \$272,106." RECOMMENDED AS AMENDED. TO BOARD AS A COMMITTEE REPORT ON MONDAY, 12/17/90.

7. File 170-90-12. [Public Safety Improvement Bonds] Resolution providing for the issuance of \$332,400,000 principal amount of City and County of San Francisco Public Safety Improvement Bonds, and \$10,000,000 principal amount of bonds of an initial series thereof; authorizing the execution of said bonds; and providing for the levy of a tax to pay the principal and interest thereof. (City Attorney)

ACTION: AMENDMENT OF THE WHOLE ADOPTED. NEW TITLE: "[Public Safety Improvement Bonds] RESOLUTION PROVIDING FOR THE ISSUANCE OF \$332,400,000 PRINCIPAL AMOUNT OF CITY AND COUNTY OF SAN FRANCISCO PUBLIC SAFETY IMPROVEMENT BONDS, AND \$23,000,000 PRINCIPAL AMOUNT OF BONDS OF AN INITIAL SERIES THEREOF; AUTHORIZING THE EXECUTION OF SAID BONDS; AND PROVIDING FOR THE LEVY OF A TAX TO PAY THE PRINCIPAL AND INTEREST THEREOF." RECOMMENDED AS AMENDED. TO BOARD AS A COMMITTEE REPORT ON MONDAY, 12/17/90.

- B. File 170-90-13. [Correctional Facilities Improvement Bonds] Resolution providing for the issuance of \$16,500,000 aggregate principal amount of City and County of San Francisco Correctional Facilities Improvement Bonds in a single series; authorizing the execution of said bonds; and providing for the levy of a tax to pay the principal and interest thereof. (City Attorney)

ACTION: AMENDMENT OF THE WHOLE ADOPTED. NEW TITLE: "[Bond Sale] RESOLUTION PROVIDING FOR THE ISSUANCE OF \$16,500,000 AGGREGATE PRINCIPAL AMOUNT OF CITY AND COUNTY OF SAN FRANCISCO CORRECTIONAL FACILITIES IMPROVEMENT BONDS IN A SINGLE SERIES DESIGNATED AS THE CITY AND COUNTY OF SAN FRANCISCO GENERAL OBLIGATION BONDS, SERIES 1991C (CORRECTIONAL FACILITIES IMPROVEMENT PROJECT); AUTHORIZING THE EXECUTION, AUTHENTICATION AND REGISTRATION OF SAID BONDS; PROVIDING FOR THE LEVY OF A TAX TO PAY THE PRINCIPAL AND INTEREST THEREOF; AND PROVIDING FOR THE ESTABLISHMENT OF FUNDS RELATED THERETO." RECOMMENDED AS AMENDED. TO BOARD AS A COMMITTEE REPORT ON MONDAY, 12/17/90.

9. File 170-90-14. [General Obligation Bonds] Resolution authorizing and directing the sale of City and County of San Francisco \$75,900,000 principal amount of General Obligation Bonds, Series 1991A (various purpose projects), \$15,200,000 General Obligation Bonds, Series 1991B (Fire Protection System Improvement Project), and \$16,500,000 principal amount of General Obligation Bonds, Series 1991C (Correctional Facilities Improvement Project); prescribing the terms and form of said bonds; approving forms of official notice of sale of bonds and notice of intention to sell bonds; directing the publication of notice of intention to sell bonds; approving the official statement relating thereto; consenting to submission of bids by financing consultants; and authorizing the execution of necessary documents. (City Attorney)

ACTION: AMENDMENT OF THE WHOLE ADOPTED AND FURTHER AMENDED BY SUBSTITUTING PAGES 6 AND 7 TO CLARIFY REDEMPTION. AMENDMENT OF THE WHOLE DRAFT PRELIMINARY OFFICIAL STATEMENT DATED 12/19/90 ADOPTED. NEW TITLE: "[General Obligation Bonds] RESOLUTION AUTHORIZING AND DIRECTING THE SALE OF CITY AND COUNTY OF SAN FRANCISCO \$88,900,000 PRINCIPAL AMOUNT OF GENERAL OBLIGATION BONDS, SERIES 1991A (VARIOUS PURPOSE PROJECTS), \$15,200,000 FIRE PROTECTION SYSTEM IMPROVEMENT BONDS, SERIES 1991B AND \$16,500,000 PRINCIPAL AMOUNT OF GENERAL OBLIGATION BONDS, SERIES 1991C (CORRECTIONAL FACILITIES IMPROVEMENT PROJECT); PRESCRIBING THE TERMS AND FORM OF SAID BONDS; APPROVING FORMS OF OFFICIAL NOTICE OF SALE OF BONDS AND NOTICE OF INTENTION TO SELL BONDS; DIRECTING THE PUBLICATION OF NOTICE OF SALE AND NOTICE OF INTENTION TO SELL BONDS; APPROVING THE OFFICIAL STATEMENT RELATING THERETO; CONSENTING TO SUBMISSION OF BIDS BY FINANCING CONSULTANTS; AND AUTHORIZING THE EXECUTION OF NECESSARY DOCUMENTS." RECOMMENDED AS AMENDED. TO BOARD AS A COMMITTEE REPORT ON MONDAY, 12/17/90.

10. File 141-90-1. [Grant - State Funds] Resolution authorizing the Juvenile Probation Department to apply for, accept and expend funds in the amount of approximately \$1,275,871 and any additional funds which may become available in the future from the Department of the Youth Authority, State of California, for the purpose of performing deferred maintenance in order to eliminate health and safety hazards at the Youth Guidance Center pursuant to the County Correctional Facility Capital Expenditure and Youth Facility Bond Act of 1988. (Supervisor Walker)

ACTION: AMENDMENT OF THE WHOLE ADOPTED AND FURTHER AMENDED AS FOLLOWS: Line 2, after "TO APPLY FOR" delete ", ACCEPT AND EXPEND"; Line 3 1/2 and 4, after "STATE OF CALIFORNIA," delete "FOR THE PURPOSE OF PERFORMING DEFERRED MAINTENANCE IN ORDER"; Line 5, after "OF 1988" insert "; PROVIDING FOR RATIFICATION OF ACTION PREVIOUSLY TAKEN"; Line 12, after "has a number of" delete "deferred maintenance". Page 2, Line 2, after "apply for" delete ", accept and expend"; Line 3, after "of California, for" delete "the purpose of performing deferred maintenance on" and insert "to eliminate"; Line 5, after "Correctional Facility Bond Act of 1988" insert "; providing for ratification of action previously taken". NEW TITLE: "[Grant - State Funds] RESOLUTION AUTHORIZING THE JUVENILE PROBATION DEPARTMENT TO APPLY FOR FUNDS IN THE AMOUNT OF APPROXIMATELY \$1,970,838 AND ANY ADDITIONAL FUNDS WHICH MAY BECOME AVAILABLE IN THE FUTURE FROM THE DEPARTMENT OF THE YOUTH AUTHORITY, STATE OF CALIFORNIA, TO ELIMINATE HEALTH AND SAFETY HAZARDS AT THE YOUTH GUIDANCE CENTER PURSUANT TO THE COUNTY CORRECTIONAL FACILITY CAPITAL EXPENDITURE AND YOUTH FACILITY BOND ACT OF 1988; PROVIDING FOR RATIFICATION OF ACTION PREVIOUSLY TAKEN." RECOMMENDED AS AMENDED. TO BOARD AS A COMMITTEE REPORT ON MONDAY, 12/17/90.

CALENDAR - ACTIONS
TAKEN
MEETING OF
FINANCE COMMITTEE
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

DEC 2

WEDNESDAY, DECEMBER 19, 1990 - 2:00 P.M. ROOM 228, CITY HALL

MEMBERS: SUPERVISORS WALKER, MAHER, HALLINAN

ABSENT: SUPERVISOR MAHER, ITEM 1

CLERK: PATRICIA J. ENG

NOTE: Copies of the Budget Analyst's Report will be available for review on the counter in the Office of the Clerk of the Board, Room 235, City Hall, 10:00 a.m. the date of the meeting.

CONSENT CALENDAR

1. All matters listed hereunder constitute a Consent Calendar, are considered to be routine by the Finance Committee, and will be acted upon by a single roll-call vote of the committee. There will be no separate discussion of these items unless a member of the committee or a member of the public so requests, in which event the matter shall be removed from the Consent Calendar and considered as a separate item:
 - a) File 7-90-12. [Transit Advertising Agreement] Resolution approving a six month extension, with appropriate modifications, of Transit Advertising Agreement between City and County of San Francisco, through its Public Utilities Commission, and Transportation Displays, Incorporated. (Public Utilities Commission)
 - b) File 31-90-10. [Employee Replacement] Resolution approving immediate filling of a vacated position of Classification 0588 - Court Coordinator, Superior Court - Probate Court. (Superior Court)
 - c) File 31-90-11. [Employee Replacement] Resolution approving immediate filling of a vacated position of Classification 0585 - Administrative Assistant, Superior Court - Administrative Section. (Superior Court)
 - d) File 31-90-12. [Employee Replacement] Resolution approving immediate filling of a vacated position of Classification 0638 - Criminal Courts Administrator, Superior Court - Criminal Division. (Superior Court)
 - e) File 31-90-13. [Employee Replacement] Resolution approving immediate filling of a vacated position of Classification 2230 Physician Specialist, Laguna Honda Hospital, Department of Public Health. (Department of Public Health)

- f) File 101-89-101.2. [Release of Funds] Requesting release of reserved funds, Department of Public Works, Earthquake Safety Program, Phase I Projects, in an amount totalling \$212,100, (\$60,000 to complete earthquake repairs on Fire Station #1 and 126,500 for renovation project at Fire Station #8; and \$25,600 for preliminary architectural/engineering design services for the California Academy of Sciences Cowell Hall Renovation Project). (Department of Public Works)

ACTION: ITEM 1c and 1d SEVERED. REMAINDER OF CONSENT CALENDAR RECOMMENDED.

ITEM 1c, File 31-90-11. WITHDRAWN BY DEPARTMENT. TABLED.

ITEM 1d, File 31-90-12. WITHDRAWN BY DEPARTMENT. TABLED.

REGULAR CALENDAR

2. File 65-90-8. [Cellular Telephone System Site, Lease Agreement] Ordinance authorizing a negotiated lease agreement between the City and County and Bay Area Cellular Telephone Company for certain space located at the Southeast Water Pollution Control Plant at 1701 Jerrold Avenue. (Real Estate Department)

ACTION: RECOMMENDED.

3. File 65-90-10. [Lease Agreement - Pre-release Program] Ordinance authorizing and approving lease of City-owned property located on First Floor, Room 116 of the Hall of Justice, 850 Bryant Street, to the Northern California Service League. (Real Estate Department)

ACTION: RECOMMENDED.

4. File 65-90-11. [Lease Agreement - Children's Waiting Room] Ordinance authorizing and approving lease of City-owned property located on First Floor, Room 106 of the Hall of Justice, 850 Bryant Street, to the Northern California Service League. (Real Estate Department)

ACTION: RECOMMENDED.

5. File 97-90-61. [Capital Improvement Advisory Committee - Membership] Ordinance amending Administrative Code by amending Section 3.06 regarding membership of the Capital Improvement Advisory Committee and allowing appointments of permanent alternatives. (Chief Administrative Officer/Capital Improvement Advisory Committee)

ACTION: AMENDED AS FOLLOWS: Line 4, after "COMMITTEE" strike "AND" and substitute "BY"; after "APPOINTMENTS OF PERMANENT" strike "ALTERNATIVES" and substitute "ALTERNATES". NEW TITLE: "[Capital Improvement Advisory Committee - Membership] ORDINANCE AMENDING ADMINISTRATIVE CODE BY AMENDING SECTION 3.06 REGARDING MEMBERSHIP OF THE CAPITAL IMPROVEMENT ADVISORY COMMITTEE BY ALLOWING APPOINTMENT OF PERMANENT ALTERNATES." RECOMMENDED AS AMENDED.

6. File 97-90-62. [Filing Fee - Domestic Partnership] Ordinance amending Administrative Code by adding Chapter 62, Section 62.8 to establish a filing fee of thirty-five dollars (\$35) for the filing of declarations of domestic partnership and amendments to declarations of domestic partnership. (Supervisor Britt)

ACTION: RECOMMENDED.

7. File 101-90-31. [Government Funding] Ordinance appropriating \$467,962, Sheriff Department, for temporary salaries, overtime, mandatory fringe benefits, other contractual services, uniforms and food preparation equipment. RO #90114. (Controller)

ACTION: AMENDED AS FOLLOWS: Line 13, strike "\$176,942" and substitute "\$225,216"; Line 14, strike "\$225,216". NO CHANGE IN TITLE. RECOMMENDED AS AMENDED.

8. File 101-90-32. [Government Funding] Ordinance appropriating \$20,600, Department of Agriculture, for equipment purchase, services of other departments - Police security and services of other departments - Department of Public Works - Street Cleaning. RO #90015. (Controller)

ACTION: AMENDED AS FOLLOWS: Line 2, strike "\$20,600" and substitute "\$18,883"; Line 10, strike "\$20,600" and substitute "\$18,883"; Line 11, strike "\$11,000" and substitute "\$9,489"; Line 14, strike "\$7,000" and substitute "\$6,794"; Line 18, strike "\$20,600 \$20,600" and substitute "\$18,883 \$18,883" NEW TITLE: "[Government Funding] ORDINANCE APPROPRIATING \$18,883, DEPARTMENT OF AGRICULTURE, FOR EQUIPMENT PURCHASE, SERVICES OF OTHER DEPARTMENTS - POLICE SECURITY AND SERVICES OF OTHER DEPARTMENTS - DEPARTMENT OF PUBLIC WORKS - STREET CLEANING." RECOMMENDED AS AMENDED.

9. File 118-90-8. [Fees - Video Display Terminal] Ordinance amending Health Code by adding Section 1310, providing for application fees for variances and exemptions from the requirements of the video display terminal workers safety ordinance. (Supervisors Walker, Alioto)

ACTION: CONTINUED 3 MONTHS.

10. File 146-90-73.1. [Grant - Federal through State - Release of Funds] Resolution authorizing the Department of Public Health, Community Substance Abuse Services, to expend grant FUNDS held in reserve up to the amount of \$215,365 from the United States Department of Health and Human Services/ Alcohol, Drug and Mental Health Administration/ Office for treatment improvement through the State of California, Department of Alcohol and Drug Programs to enhance existing drug abuse treatment programs in order to provide services to critical populations. (Mayor)

ACTION: RECOMMENDED.

11. File 146-90-90. [Grant - State Funds] Resolution authorizing the Department of Public Health, Division of Mental Health, Substance Abuse and Forensic Services, to apply for a grant of \$500,000 from the State Office of Health Services, Tobacco Control Section, for a smoking awareness and cessation program for providers of mental health services to the residents of San Francisco. (Mayor)

ACTION: WITHDRAWN BY DEPARTMENT. TABLED.

12. File 146-90-91. [Grant - Private Funds] Resolution authorizing the Department of Public Health, Emergency Medical Services Agency, to accept and expend a grant of \$10,000 from the United Way of the Bay Area, to provide for additional funding for the project "Analysis of the Emergency Medical Services Response to the Loma Prieta Earthquake" for the residents of San Francisco. (Mayor)

ACTION: AMENDED AS FOLLOWS: Line 5 1/2, after "MEDICAL SERVICES AGENCY, TO" insert "APPLY FOR,"; Line 9, after "EARTHQUAKE", insert "; PROVIDING FOR RATIFICATION OF ACTION PREVIOUSLY TAKEN". NEW TITLE: "[Grant - Private Funds] RESOLUTION AUTHORIZING THE DEPARTMENT OF PUBLIC HEALTH, EMERGENCY MEDICAL SERVICES AGENCY, TO APPLY FOR, ACCEPT AND EXPEND A GRANT OF \$10,000 FROM THE UNITED WAY OF THE BAY AREA, TO PROVIDE FOR ADDITIONAL FUNDING FOR THE PROJECT "ANALYSIS OF THE EMERGENCY MEDICAL SERVICES RESPONSE TO THE LOMA PRIETA EARTHQUAKE" FOR THE RESIDENTS OF SAN FRANCISCO; PROVIDING FOR RATIFICATION OF ACTION PREVIOUSLY TAKEN". RECOMMENDED AS AMENDED.

13. File 146-90-93. [Grant - State Funds] Resolution authorizing the Department of Public Health, Family Health Bureau, to apply for a grant of \$214,284 from the State Department of Health Services, Maternal Child Health Branch for services to improve Black infant health for the period of January 1, 1991 through June 30, 1993. (Mayor)

ACTION: AMENDED AS FOLLOWS: Line 8, after "THROUGH JUNE 30, 1993" insert "; PROVIDING FOR RATIFICATION OF ACTION PREVIOUSLY TAKEN". NEW TITLE: "[Grant - State Funds] RESOLUTION AUTHORIZING THE DEPARTMENT OF PUBLIC HEALTH, FAMILY HEALTH BUREAU, TO APPLY FOR A GRANT OF \$214,284 FROM THE STATE DEPARTMENT OF HEALTH SERVICES, MATERNAL CHILD HEALTH BRANCH FOR SERVICES TO IMPROVE BLACK INFANT HEALTH FOR THE PERIOD OF JANUARY 1, 1991 THROUGH JUNE 30, 1993; PROVIDING FOR RATIFICATION OF ACTION PREVIOUSLY TAKEN." RECOMMENDED AS AMENDED.

14. File 146-90-94. [Grant - Federal Funds] Resolution authorizing the Department of Public Health, Family Health Bureau, to accept and expend a grant of \$358,922 from California Family Planning Council, Inc, for family planning services to the residents of San Francisco. (Mayor)

ACTION: AMENDED AS FOLLOWS: Line 4, after "FAMILY PLANNING SERVICES" insert "; PROVIDING FOR RATIFICATION OF ACTION PREVIOUSLY TAKEN". NEW TITLE: "[Grant - Federal Funds] RESOLUTION AUTHORIZING THE DEPARTMENT OF PUBLIC HEALTH, FAMILY HEALTH BUREAU, TO ACCEPT AND EXPEND A GRANT OF \$358,922 FROM CALIFORNIA FAMILY PLANNING COUNCIL, INC., FOR FAMILY PLANNING SERVICES TO THE RESIDENTS OF SAN FRANCISCO; PROVIDING FOR RATIFICATION OF ACTION PREVIOUSLY TAKEN". RECOMMENDED AS AMENDED.

15. File 146-90-95. [Grant - Federal Funds] Resolution authorizing the Department of Public Health, Division of Mental Health, Substance Abuse and Forensic Services, to accept and expend a grant augmentation of \$59,029 from the Federal Emergency Management Agency. (Mayor)

ACTION: AMENDED AS FOLLOWS: Line 10, after "EMERGENCY MANAGEMENT AGENCY" insert "; PROVIDING FOR RATIFICATION OF ACTION PREVIOUSLY TAKEN". NEW TITLE: "[Grant - Federal Funds] RESOLUTION AUTHORIZING THE DEPARTMENT OF PUBLIC HEALTH, DIVISION OF MENTAL HEALTH, SUBSTANCE ABUSE AND FORENSIC SERVICES, TO ACCEPT AND EXPEND A GRANT AUGMENTATION OF \$59,029 FROM THE FEDERAL EMERGENCY MANAGEMENT AGENCY; PROVIDING FOR RATIFICATION OF ACTION PREVIOUSLY TAKEN". RECOMMENDED AS AMENDED.

16. File 146-90-96. [Grant - Private Funds] Resolution authorizing the Department of Public Health, Community Public Health Services, to apply for a grant of \$50,000 from the American Foundation for AIDS research for AIDS preventive education to high risk minority out-of-school youth. (Mayor)

ACTION: AMENDED AS FOLLOWS: Line 6, strike "\$50,000" and substitute "\$70,000"; Line 10 1/2 strike "\$50,000" and substitute "\$70,000". NEW TITLE: "[Grant - Private Funds] RESOLUTION AUTHORIZING THE DEPARTMENT OF PUBLIC HEALTH, COMMUNITY PUBLIC HEALTH SERVICES, TO APPLY FOR A GRANT OF \$70,000 FROM THE AMERICAN FOUNDATION FOR AIDS RESEARCH FOR AIDS PREVENTIVE EDUCATION TO HIGH RISK MINORITY OUT-OF-SCHOOL YOUTH." RECOMMENDED AS AMENDED.

17. File 146-90-97. [Grant - Private Funds] Resolution authorizing the Department of Public Health, Community Public Health Services, to apply for a grant of \$1,842,327 from the Office of Substance Abuse Prevention for a Perinatal Infant Addiction Treatment and Training Project to the residents of San Francisco. (Mayor)

ACTION: AMENDED AS FOLLOWS: Line 4, after "AND TRAINING PROJECT" insert "; PROVIDING FOR RATIFICATION OF ACTION PREVIOUSLY TAKEN"; Line 10, after "to the residents of San Francisco" insert "; PROVIDING FOR RATIFICATION OF ACTION PREVIOUSLY TAKEN". NEW TITLE: "[Grant - Private Funds] RESOLUTION AUTHORIZING THE DEPARTMENT OF PUBLIC HEALTH, COMMUNITY PUBLIC HEALTH SERVICES, TO APPLY FOR A GRANT OF \$1,842,327 FROM THE OFFICE OF SUBSTANCE ABUSE PREVENTION FOR A PERINATAL INFANT ADDICTION TREATMENT AND TRAINING PROJECT TO THE RESIDENTS OF SAN FRANCISCO; PROVIDING FOR RATIFICATION OF ACTION PREVIOUSLY TAKEN". RECOMMENDED AS AMENDED.

18. File 147-90-9. [Grant - Federal Funds] Resolution authorizing the San Francisco Public Library to apply for, accept and expend an amount not to exceed \$7,500 available through the Bay Area Library and Information System from the Library Services and Construction Act for Youth-At-Risk project. (Public Library Commission)

ACTION: BUDGET ANALYST RECOMMENDATION NOT ACCEPTED. RECOMMENDED.

19. File 148-90-5. [Grant - Federal Funds] Resolution authorizing the Director of Public Works to apply for, accept and expend Federal funds for modifications and rehabilitation of the Third Street Bridge at Channel Street. (Department of Public Works)

ACTION: AMENDED AS FOLLOWS: Page 1, Line 4, after "AT CHANNEL STREET" insert "; PROVIDING FOR RATIFICATION OF ACTION PREVIOUSLY TAKEN"; Line 29, after "and all documents necessary therefor" insert "; PROVIDING FOR RATIFICATION OF ACTION PREVIOUSLY TAKEN". NEW TITLE: "[Grant - Federal Funds] RESOLUTION AUTHORIZING THE DIRECTOR OF PUBLIC WORKS TO APPLY FOR, ACCEPT AND EXPEND FEDERAL FUNDS FOR MODIFICATIONS AND REHABILITATION OF THE THIRD STREET BRIDGE AT CHANNEL STREET; PROVIDING FOR RATIFICATION OF ACTION PREVIOUSLY TAKEN". RECOMMENDED AS AMENDED.

20. File 153-90-7. [Grant - Federal Funds] Resolution authorizing the Department of Social Services to apply for, accept and expend a Federal Challenge Grant from the State Department of Social, Office of Child Abuse Prevention in the amount of \$11,000 to provide child abuse and neglect prevention and intervention services in Fiscal Year 1991-92. (Department of Social Services)

ACTION: AMENDED AS FOLLOWS: Line 4 1/2, after "IN AN AMOUNT" strike "UP TO \$11,000" and substitute "OF \$1,806"; Line 17, after "Federal Challenge Grant Funds" insert "in the amount of \$1,806" BUDGET ANALYST RECOMMENDATION TO ALLOW DEPARTMENT OF SOCIAL SERVICES TO APPLY RETROACTIVELY NOT ACCEPTED. NEW TITLE: "[Grant - Federal Funds] RESOLUTION AUTHORIZING THE DEPARTMENT OF SOCIAL SERVICES TO APPLY FOR, ACCEPT AND EXPEND A FEDERAL CHALLENGE GRANT FROM THE STATE DEPARTMENT OF SOCIAL SERVICES, OFFICE OF CHILD ABUSE PREVENTION IN THE AMOUNT OF \$1,806 TO PROVIDE CHILD ABUSE AND NEGLECT PREVENTION AND INTERVENTION SERVICES IN FISCAL YEAR 1991-92." RECOMMENDED AS AMENDED.

21. File 170-90-1.1. [Reimbursement to City from Bond Sale] Resolution stating the intention of the Board of Supervisors on behalf of the City and County of San Francisco to reimburse project costs from the sale of General Obligation Bonds to be issued for earthquake repair, seismic strengthening of buildings, asbestos removal and accommodation for the disabled. (Chief Administrative Officer)

ACTION: RECOMMENDED.

22. File 170-90-1.2. [Police Vehicle Acquisition] Resolution providing for the reimbursement from tax-exempt financings of payment of costs of the acquisition of certain equipment in connection with the lease financings program under Proposition C. (companion File 170-90-1.3 and File 170-90-1.4) (Chief Administrative Officer)

ACTION: RECOMMENDED.

23. File 170-90-1.3. [Nonprofit Corporation] Resolution authorizing the incorporation of the City and County of San Francisco Finance Corporation, approving the assignment of certain equipment leases to said corporation and approving certain actions in connection therewith. (companion measure to File 170-90-1.2 and File 170-90-1.4) (Chief Administrative Officer)

ACTION: AMENDMENT OF THE WHOLE BEARING SAME TITLE ADOPTED. RECOMMENDED AS AMENDED.

24. File 170-90-1.4. [Equipment Lease] Ordinance providing for the approval and execution and delivery by Officers of the City and County of San Francisco of an Equipment Lease between the City and County of San Francisco Finance Corporation, as lessor and the City and County of San Francisco, as lessee with respect to equipment used or to be used for City purposes; and approving the issuance of Lease Revenue Bonds by said nonprofit corporation; and providing that said bonds shall be subject to the certification of the Controller of the City and County of San Francisco prior to the sale of said bonds; and providing for the execution of documents in connection therewith and ratifying previous actions taken in connection therewith. (companion measure to File 170-90-1.2 and File 170-90-1.3) (Chief Administrative Officer)

ACTION: AMENDMENT OF THE WHOLE BEARING SAME TITLE ADOPTED. RECOMMENDED AS AMENDED.

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CALENDAR - ACTIONS TAKEN
MEETING OF
FINANCE COMMITTEE
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

WEDNESDAY, DECEMBER 19, 1990 - 2:00 P.M. ROOM 228, CITY HALL

MEMBERS: SUPERVISORS WALKER, MAHER, HALLINAN

ABSENT: SUPERVISOR MAHER, ITEM 1

CLERK: PATRICIA J. ENG

NOTE: Copies of the Budget Analyst's Report will be available for review on the counter in the Office of the Clerk of the Board, Room 235, City Hall, 10:00 a.m. the date of the meeting.

CONSENT CALENDAR

1. All matters listed hereunder constitute a Consent Calendar, are considered to be routine by the Finance Committee, and will be acted upon by a single roll-call vote of the committee. There will be no separate discussion of these items unless a member of the committee or a member of the public so requests, in which event the matter shall be removed from the Consent Calendar and considered as a separate item:
 - a) File 7-90-12. [Transit Advertising Agreement] Resolution approving a six month extension, with appropriate modifications, of Transit Advertising Agreement between City and County of San Francisco, through its Public Utilities Commission, and Transportation Displays, Incorporated. (Public Utilities Commission)
 - b) File 31-90-10. [Employee Replacement] Resolution approving immediate filling of a vacated position of Classification 0588 - Court Coordinator, Superior Court - Probate Court. (Superior Court)
 - c) File 31-90-11. [Employee Replacement] Resolution approving immediate filling of a vacated position of Classification 0585 - Administrative Assistant, Superior Court - Administrative Section. (Superior Court)
 - d) File 31-90-12. [Employee Replacement] Resolution approving immediate filling of a vacated position of Classification 0638 - Criminal Courts Administrator, Superior Court - Criminal Division. (Superior Court)
 - e) File 31-90-13. [Employee Replacement] Resolution approving immediate filling of a vacated position of Classification 2230 Physician Specialist, Laguna Honda Hospital, Department of Public Health. (Department of Public Health)

- f) File 101-89-101.2. [Release of Funds] Requesting release of reserved funds, Department of Public Works, Earthquake Safety Program, Phase I Projects, in an amount totalling \$212,100, (\$60,000 to complete earthquake repairs on Fire Station #1 and 126,500 for renovation project at Fire Station #8; and \$25,600 for preliminary architectural/engineering design services for the California Academy of Sciences Cowell Hall Renovation Project). (Department of Public Works)

ACTION: ITEM 1c, 1d, and 1f SEVERED. REMAINDER OF CONSENT CALENDAR RECOMMENDED.

ITEM 1c, File 31-90-11. WITHDRAWN BY DEPARTMENT. TABLED.

ITEM 1d, File 31-90-12. WITHDRAWN BY DEPARTMENT. TABLED.

ITEM 1f, File 101-89-101.2. RELEASE OF \$212,100 RECOMMENDED. FILED.

RECOMMENDED BY: [illegible] 1990. [illegible] [illegible] [illegible] [illegible]

REGULAR CALENDAR.

2. File 65-90-8. [Cellular Telephone System Site, Lease Agreement] Ordinance authorizing a negotiated lease agreement between the City and County and Bay Area Cellular Telephone Company for certain space located at the Southeast Water Pollution Control Plant at 1701 Jerrold Avenue. (Real Estate Department)

ACTION: RECOMMENDED.

3. File 65-90-10. [Lease Agreement - Pre-release Program] Ordinance authorizing and approving lease of City-owned property located on First Floor, Room 116 of the Hall of Justice, 850 Bryant Street, to the Northern California Service League. (Real Estate Department)

ACTION: RECOMMENDED.

4. File 65-90-11. [Lease Agreement - Children's Waiting Room] Ordinance authorizing and approving lease of City-owned property located on First Floor, Room 106 of the Hall of Justice, 850 Bryant Street, to the Northern California Service League. (Real Estate Department)

ACTION: RECOMMENDED.

5. File 97-90-61. [Capital Improvement Advisory Committee - Membership] Ordinance amending Administrative Code by amending Section 3.06 regarding membership of the Capital Improvement Advisory Committee and allowing appointments of permanent alternatives. (Chief Administrative Officer/Capital Improvement Advisory Committee)

ACTION: AMENDED AS FOLLOWS: Line 4, after "COMMITTEE" strike "AND" and substitute "BY"; after "APPOINTMENTS OF PERMANENT" strike "ALTERNATIVES" and substitute "ALTERNATES". NEW TITLE: "[Capital Improvement Advisory Committee - Membership] ORDINANCE AMENDING ADMINISTRATIVE CODE BY AMENDING SECTION 3.06 REGARDING MEMBERSHIP OF THE CAPITAL IMPROVEMENT ADVISORY COMMITTEE BY ALLOWING APPOINTMENT OF PERMANENT ALTERNATES." RECOMMENDED AS AMENDED.

6. File 97-90-62. [Filing Fee - Domestic Partnership] Ordinance amending Administrative Code by adding Chapter 62, Section 62.8 to establish a filing fee of thirty-five dollars (\$35) for the filing of declarations of domestic partnership and amendments to declarations of domestic partnership. (Supervisor Britt)

ACTION: RECOMMENDED.

7. File 101-90-31. [Government Funding] Ordinance appropriating \$467,962, Sheriff Department, for temporary salaries, overtime, mandatory fringe benefits, other contractual services, uniforms and food preparation equipment. RO #90114. (Controller)

ACTION: AMENDED AS FOLLOWS: Line 13, strike "\$176,942" and substitute "\$225,216"; Line 14, strike "225,216" and substitute "176,942". NO CHANGE IN TITLE. RECOMMENDED AS AMENDED.

8. File 101-90-32. [Government Funding] Ordinance appropriating \$20,600, Department of Agriculture, for equipment purchase, services of other departments - Police security and services of other departments - Department of Public Works - Street Cleaning. RO #90015. (Controller)

ACTION: AMENDED AS FOLLOWS: Line 2, strike "\$20,600" and substitute "\$18,883"; Line 10, strike "\$20,600" and substitute "\$18,883"; Line 12, strike "\$11,000" and substitute "\$9,489"; Line 14, strike "\$7,000" and substitute "\$6,794"; Line 17, "\$9,600" and substitute "\$9,394"; Line 18, strike "\$20,600 \$20,600" and substitute "\$18,883 \$18,883" NEW TITLE: "[Government Funding] ORDINANCE APPROPRIATING \$18,883, DEPARTMENT OF AGRICULTURE, FOR EQUIPMENT PURCHASE, SERVICES OF OTHER DEPARTMENTS - POLICE SECURITY AND SERVICES OF OTHER DEPARTMENTS - DEPARTMENT OF PUBLIC WORKS - STREET CLEANING." RECOMMENDED AS AMENDED.

9. File 118-90-8. [Fees - Video Display Terminal] Ordinance amending Health Code by adding Section 1310, providing for application fees for variances and exemptions from the requirements of the video display terminal workers safety ordinance. (Supervisors Walker, Alioto)

ACTION: CONTINUED 3 MONTHS.

10. File 146-90-73.1. [Grant - Federal through State - Release of Funds] Resolution authorizing the Department of Public Health, Community Substance Abuse Services, to expend grant FUNDS held in reserve up to the amount of \$215,365 from the United States Department of Health and Human Services/ Alcohol, Drug and Mental Health Administration/ Office for treatment improvement through the State of California, Department of Alcohol and Drug Programs to enhance existing drug abuse treatment programs in order to provide services to critical populations. (Mayor)

ACTION: RECOMMENDED.

11. File 146-90-90. [Grant - State Funds] Resolution authorizing the Department of Public Health, Division of Mental Health, Substance Abuse and Forensic Services, to apply for a grant of \$500,000 from the State Office of Health Services, Tobacco Control Section, for a smoking awareness and cessation program for providers of mental health services to the residents of San Francisco. (Mayor)

ACTION: WITHDRAWN BY DEPARTMENT. TABLED.

12. File 146-90-91. [Grant - Private Funds] Resolution authorizing the Department of Public Health, Emergency Medical Services Agency, to accept and expend a grant of \$10,000 from the United Way of the Bay Area, to provide for additional funding for the project "Analysis of the Emergency Medical Services Response to the Loma Prieta Earthquake" for the residents of San Francisco. (Mayor)

ACTION: AMENDED AS FOLLOWS: Line 5 1/2, after "MEDICAL SERVICES AGENCY, TO" insert "APPLY FOR, "; Line 9, after "EARTHQUAKE", insert "; PROVIDING FOR RATIFICATION OF ACTION PREVIOUSLY TAKEN"; Line 11, after "is hereby authorized to" insert "apply for, "; Line 14, after "residents of San Francisco" insert "; providing for ratification of action previously taken". NEW TITLE: "[Grant - Private Funds] RESOLUTION AUTHORIZING THE DEPARTMENT OF PUBLIC HEALTH, EMERGENCY MEDICAL SERVICES AGENCY, TO APPLY FOR, ACCEPT AND EXPEND A GRANT OF \$10,000 FROM THE UNITED WAY OF THE BAY AREA, TO PROVIDE FOR ADDITIONAL FUNDING FOR THE PROJECT "ANALYSIS OF THE EMERGENCY MEDICAL SERVICES RESPONSE TO THE LOMA PRIETA EARTHQUAKE" FOR THE RESIDENTS OF SAN FRANCISCO; PROVIDING FOR RATIFICATION OF ACTION PREVIOUSLY TAKEN." RECOMMENDED AS AMENDED.

13. File 146-90-93. [Grant - State Funds] Resolution authorizing the Department of Public Health, Family Health Bureau, to apply for a grant of \$214,284 from the State Department of Health Services, Maternal Child Health Branch for services to improve Black infant health for the period of January 1, 1991 through June 30, 1993. (Mayor)

ACTION: AMENDED AS FOLLOWS: Line 8, after "THROUGH JUNE 30, 1993" insert "; PROVIDING FOR RATIFICATION OF ACTION PREVIOUSLY TAKEN"; Line 14, after "through June 30, 1993" insert "; providing for ratification of action previously taken". NEW TITLE: "[Grant - State Funds] RESOLUTION AUTHORIZING THE DEPARTMENT OF PUBLIC HEALTH, FAMILY HEALTH BUREAU, TO APPLY FOR A GRANT OF \$214,284 FROM THE STATE DEPARTMENT OF HEALTH SERVICES, MATERNAL CHILD HEALTH BRANCH FOR SERVICES TO IMPROVE BLACK INFANT HEALTH FOR THE PERIOD OF JANUARY 1, 1991 THROUGH JUNE 30, 1993; PROVIDING FOR RATIFICATION OF ACTION PREVIOUSLY TAKEN." RECOMMENDED AS AMENDED.

14. File 146-90-94. [Grant - Federal Funds] Resolution authorizing the Department of Public Health, Family Health Bureau, to accept and expend a grant of \$358,922 from California Family Planning Council, Inc, for family planning services to the residents of San Francisco. (Mayor)

ACTION: AMENDED AS FOLLOWS: Line 4, after "FAMILY PLANNING SERVICES" insert "; PROVIDING FOR RATIFICATION OF ACTION PREVIOUSLY TAKEN". NEW TITLE: "[Grant - Federal Funds] RESOLUTION AUTHORIZING THE DEPARTMENT OF PUBLIC HEALTH, FAMILY HEALTH BUREAU, TO ACCEPT AND EXPEND A GRANT OF \$358,922 FROM CALIFORNIA FAMILY PLANNING COUNCIL, INC., FOR FAMILY PLANNING SERVICES TO THE RESIDENTS OF SAN FRANCISCO; PROVIDING FOR RATIFICATION OF ACTION PREVIOUSLY TAKEN". RECOMMENDED AS AMENDED.

15. File 146-90-95. [Grant - Federal Funds] Resolution authorizing the Department of Public Health, Division of Mental Health, Substance Abuse and Forensic Services, to accept and expend a grant augmentation of \$59,029 from the Federal Emergency Management Agency. (Mayor)

ACTION: AMENDED AS FOLLOWS: Line 10, after "EMERGENCY MANAGEMENT AGENCY" insert "; PROVIDING FOR RATIFICATION OF ACTION PREVIOUSLY TAKEN"; Line 18, after "the Loma Prieta Earthquake" insert "; providing for ratification of action previously taken". NEW TITLE: "[Grant - Federal Funds] RESOLUTION AUTHORIZING THE DEPARTMENT OF PUBLIC HEALTH, DIVISION OF MENTAL HEALTH, SUBSTANCE ABUSE AND FORENSIC SERVICES, TO ACCEPT AND EXPEND A GRANT AUGMENTATION OF \$59,029 FROM THE FEDERAL EMERGENCY MANAGEMENT AGENCY; PROVIDING FOR RATIFICATION OF ACTION PREVIOUSLY TAKEN". RECOMMENDED AS AMENDED.

16. File 146-90-96. [Grant - Private Funds] Resolution authorizing the Department of Public Health, Community Public Health Services, to apply for a grant of \$50,000 from the American Foundation for AIDS research for AIDS preventive education to high risk minority out-of-school youth. (Mayor)

ACTION: AMENDED AS FOLLOWS: Line 6, strike "\$50,000" and substitute "\$70,000"; Line 10 1/2 strike "\$50,000" and substitute "\$70,000". NEW TITLE: "[Grant - Private Funds] RESOLUTION AUTHORIZING THE DEPARTMENT OF PUBLIC HEALTH, COMMUNITY PUBLIC HEALTH SERVICES, TO APPLY FOR A GRANT OF \$70,000 FROM THE AMERICAN FOUNDATION FOR AIDS RESEARCH FOR AIDS PREVENTIVE EDUCATION TO HIGH RISK MINORITY OUT-OF-SCHOOL YOUTH." RECOMMENDED AS AMENDED.

17. File 146-90-97. [Grant - Private Funds] Resolution authorizing the Department of Public Health, Community Public Health Services, to apply for a grant of \$1,842,327 from the Office of Substance Abuse Prevention for a Perinatal Infant Addiction Treatment and Training Project to the residents of San Francisco. (Mayor)

ACTION: AMENDED AS FOLLOWS: Line 4, after "AND TRAINING PROJECT" insert "; PROVIDING FOR RATIFICATION OF ACTION PREVIOUSLY TAKEN"; Line 10, after "to the residents of San Francisco" insert "; providing for ratification of action previously taken". NEW TITLE: "[Grant - Private Funds] RESOLUTION AUTHORIZING THE DEPARTMENT OF PUBLIC HEALTH, COMMUNITY PUBLIC HEALTH SERVICES, TO APPLY FOR A GRANT OF \$1,842,327 FROM THE OFFICE OF SUBSTANCE ABUSE PREVENTION FOR A PERINATAL INFANT ADDICTION TREATMENT AND TRAINING PROJECT TO THE RESIDENTS OF SAN FRANCISCO; PROVIDING FOR RATIFICATION OF ACTION PREVIOUSLY TAKEN." RECOMMENDED AS AMENDED.

18. File 147-90-9. [Grant - Federal Funds] Resolution authorizing the San Francisco Public Library to apply for, accept and expend an amount not to exceed \$7,500 available through the Bay Area Library and Information System from the Library Services and Construction Act for Youth-At-Risk project. (Public Library Commission)

ACTION: BUDGET ANALYST RECOMMENDATION NOT ACCEPTED. RECOMMENDED.

19. File 148-90-5. [Grant - Federal Funds] Resolution authorizing the Director of Public Works to apply for, accept and expend Federal funds for modifications and rehabilitation of the Third Street Bridge at Channel Street. (Department of Public Works)

ACTION: AMENDED AS FOLLOWS: Page 1, Line 4, after "AT CHANNEL STREET" insert "; PROVIDING FOR RATIFICATION OF ACTION PREVIOUSLY TAKEN"; Line 29, after "and all documents necessary therefor" insert "; providing for ratification of action previously taken". NEW TITLE: "[Grant - Federal Funds] RESOLUTION AUTHORIZING THE DIRECTOR OF PUBLIC WORKS TO APPLY FOR, ACCEPT AND EXPEND FEDERAL FUNDS FOR MODIFICATIONS AND REHABILITATION OF THE THIRD STREET BRIDGE AT CHANNEL STREET; PROVIDING FOR RATIFICATION OF ACTION PREVIOUSLY TAKEN". RECOMMENDED AS AMENDED.

20. File 153-90-7. [Grant - Federal Funds] Resolution authorizing the Department of Social Services to apply for, accept and expend a Federal Challenge Grant from the State Department of Social, Office of Child Abuse Prevention in the amount of \$11,000 to provide child abuse and neglect prevention and intervention services in Fiscal Year 1991-92. (Department of Social Services)

ACTION: AMENDED AS FOLLOWS: Line 4 1/2, after "IN AN AMOUNT" strike "UP TO \$11,000" and substitute "OF \$1,806"; Line 17, after "Federal Challenge Grant Funds" insert "in the amount of \$1,806"; BUDGET ANALYST RECOMMENDATION TO ALLOW DEPARTMENT OF SOCIAL SERVICES TO APPLY RETROACTIVELY NOT ACCEPTED. NEW TITLE: "[Grant - Federal Funds] RESOLUTION AUTHORIZING THE DEPARTMENT OF SOCIAL SERVICES TO APPLY FOR, ACCEPT AND EXPEND A FEDERAL CHALLENGE GRANT FROM THE STATE DEPARTMENT OF SOCIAL SERVICES, OFFICE OF CHILD ABUSE PREVENTION IN THE AMOUNT OF \$1,806 TO PROVIDE CHILD ABUSE AND NEGLECT PREVENTION AND INTERVENTION SERVICES IN FISCAL YEAR 1991-92." RECOMMENDED AS AMENDED.

21. File 170-90-1.1. [Reimbursement to City from Bond Sale] Resolution stating the intention of the Board of Supervisors on behalf of the City and County of San Francisco to reimburse project costs from the sale of General Obligation Bonds to be issued for earthquake repair, seismic strengthening of buildings, asbestos removal and accommodation for the disabled. (Chief Administrative Officer)

ACTION: RECOMMENDED.

22. File 170-90-1.2. [Police Vehicle Acquisition] Resolution providing for the reimbursement from tax-exempt financings of payment of costs of the acquisition of certain equipment in connection with the lease financings program under Proposition C. (companion File 170-90-1.3 and File 170-90-1.4) (Chief Administrative Officer)

ACTION: RECOMMENDED.

23. File 170-90-1.3. [Nonprofit Corporation] Resolution authorizing the incorporation of the City and County of San Francisco Finance Corporation, approving the assignment of certain equipment leases to said corporation and approving certain actions in connection therewith. (companion measure to File 170-90-1.2 and File 170-90-1.4) (Chief Administrative Officer)

ACTION: AMENDMENT OF THE WHOLE BEARING SAME TITLE
ADOPTED. RECOMMENDED AS AMENDED.

24. File 170-90-1.4. [Equipment Lease] Ordinance providing for the approval and execution and delivery by Officers of the City and County of San Francisco of an Equipment Lease between the City and County of San Francisco Finance Corporation, as lessor and the City and County of San Francisco, as lessee with respect to equipment used or to be used for City purposes; and approving the issuance of Lease Revenue Bonds by said nonprofit corporation; and providing that said bonds shall be subject to the certification of the Controller of the City and County of San Francisco prior to the sale of said bonds; and providing for the execution of documents in connection therewith and ratifying previous actions taken in connection therewith. (companion measure to File 170-90-1.2 and File 170-90-1.3) (Chief Administrative Officer)

ACTION: AMENDMENT OF THE WHOLE BEARING SAME TITLE
ADOPTED. RECOMMENDED AS AMENDED.

**BOARD OF SUPERVISORS****BUDGET ANALYST**

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415)554-7642

December 19, 1990

TO: Finance Committee

FROM: Budget Analyst - recommendations

SUBJECT: December 19, 1990 Finance Committee Meeting

Item 1a - File 7-90-12Department: Public Utilities Commission (PUC)
Municipal Railway (MUNI)

Item: Resolution approving a modification of the existing contract with Transportation Displays, Inc. (TDI), for MUNI bus advertising to extend the contract for six months.

Description: MUNI currently has a contract with TDI (formerly known as America Media Network, Inc., and before that as Winston Network, Inc.) to place advertising in and on MUNI vehicles. The current contract expires on December 31, 1990.

Under the current TDI contract TDI pays the City the greater of either \$2.1 million per year, adjusted annually by the Consumer Price Index, or 65 percent of their gross billings for advertising placed in and on MUNI vehicles. In 1989, TDI paid approximately \$2.205 million to the City.

According to Mr. Jaimie Levin, MUNI Community Affairs Director, the MUNI transit advertising contract is more profitable than any other transit advertising contract in the United States. Mr. Levin indicates that because of the complexity of the contract document, additional time is necessary to finalize the Request for Proposal (RFP) process to put the transit advertising contract out to bid. Therefore, MUNI is requesting that the TDI contract be extended for six

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months to allow sufficient time to prepare the RFP process. Mr. Levin reports that the RFP package is expected to be submitted to the PUC by January, 1991, which will permit completion of the RFP process well before the six-month contract extension expires.

Recommendation: Approve the proposed resolution.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 1b - File 31-90-10

Department: Superior Court

Item: Resolution authorizing the immediate filling of a vacant position.

Position: 0588 Court Coordinator, Probate Court

Retirement Date: October 27, 1990

Normal Refill Date: April 18, 1991

Proposed Refill Date: January 1, 1991

Funding Needed: \$23,220 (Six months at Step 1)

Proposed Funding Source: Excess Salary Savings

Description: Section 10, Subsection 1 of the Annual Appropriation Ordinance permits immediate filling of a position left vacant due to retirement of an incumbent when a lump sum payment is made for accumulated leave. The immediate filling of a vacant position requires a request by the department's appointing officer, the approval of the department head, the recommendation of the General Manager, Personnel, and the Mayor and approval by ordinance or resolution of the Board of Supervisors.

Comments:

1. The incumbent Court Coordinator, Probate Court, retired on October 27, 1990, and was paid for 452 hours of accumulated sick leave, which prevents refilling of this position until April 18, 1991.
2. This position is responsible for the administration of the clerical functions of the Probate Court, including the preparation and scheduling of the Court Calendar, supervision of the court clerks, and maintaining minutes of the Court. To facilitate court administration in the Probate Court, the Superior Court temporarily transferred a Court Coordinator from the Juvenile Court. The Superior Court has requested immediate filling of the Court Coordinator position in order to minimize any disruptions in Juvenile Court administration as well as calendar scheduling.

BOARD OF SUPERVISORS
BUDGET ANALYST

3. According to Mr. Robert Kerrigan of the Superior Court, the 0588 Court Coordinator is a non-Civil Service position, and as such does not have a Civil Service eligibility list. Mr. Kerrigan advises that the Superior Court would promote an existing 8113 Court Clerk into the Court Coordinator position.

Recommendation: Approve the proposed resolution.

Item 1c - File 31-90-11

Department: Superior Court

Item: Resolution authorizing the immediate filling of a vacant position.

Position: 0585 Administrative Assistant

Retirement Date: September 29, 1990

Normal Refill Date: January 21, 1991

Proposed Refill Date: January 1, 1991

Funding Needed: \$32,031 (Six months at Step 1)

Proposed Funding Source: Excess Salary Savings

Description: Section 10, Subsection 1 of the Annual Appropriation Ordinance permits immediate filling of a position left vacant due to retirement of an incumbent when a lump sum payment is made for accumulated leave. The immediate filling of a vacant position requires a request by the department's appointing officer, the approval of the department head, the recommendation of the General Manager, Personnel, and the Mayor and approval by ordinance or resolution of the Board of Supervisors.

Comments:

1. The incumbent Administrative Assistant, retired on September 29, 1990, and was paid for 452 hours of accumulated sick leave, which prevents refilling of this position until January 21, 1991.
2. This position is responsible for developing the Superior Court's budget, as well as supervising office personnel and maintaining accounting procedures. The Superior Court has requested an immediate replacement to assist in developing the Court's budget for fiscal year 1991-92.
3. According to Mr. Robert Kerrigan of the Superior Court, the Department is in the process of reviewing applications for the position and would be prepared to hire a person into the position once the resolution is approved.
4. The Department has requested that this proposed resolution be withdrawn.

BOARD OF SUPERVISORS
BUDGET ANALYST

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Recommendation: Table the proposed resolution.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 1d - File 31-90-12

Department: Superior Court

Item: Resolution authorizing the immediate filling of a vacant position.

Position: 0638 Criminal Courts Administrator

Retirement Date: August 18, 1990

Normal Refill Date: February 7, 1991

Proposed Refill Date: January 1, 1991

Funding Needed: \$23,672 (Six months at Step 3)

Proposed Funding Source: Excess Salary Savings

Description: Section 10, Subsection 1 of the Annual Appropriation Ordinance permits immediate filling of a position left vacant due to retirement of an incumbent when a lump sum payment is made for accumulated leave. The immediate filling of a vacant position requires a request by the department's appointing officer, the approval of the department head, the recommendation of the General Manager, Personnel, and the Mayor and approval by ordinance or resolution of the Board of Supervisors.

Comments: 1. The incumbent Criminal Courts Administrator, retired on August 18, 1990, and was paid for 984 hours of accumulated sick leave, which prevents refilling of this position until February 7, 1991.

2. Due to a staffing need for 0590 Court Assistant-Seniors, the Department reports that it intends to temporarily downgrade (TX) the 0638 Criminal Courts Administrator into a 0590 Court Assistant-Senior position and has requested an immediate filling of the Court Assistant-Senior position. The Court Assistant-Senior position would be responsible for preparing legal and clerical documents, and supervising court and legal process clerks. Because of the shortage of Court Assistant-Seniors, the Superior Court has requested an immediate filling of this position.

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3. According to Mr. Robert Kerrigan of the Superior Court, the Court Assistant-Senior position is a non-Civil Service position, and as such does not have a Civil Service eligibility list. Mr. Kerrigan advises that the Superior Court would promote an existing 8113 Court Clerk into the Court Assistant-Senior position at pay-step 3.

4. The Department has requested that this proposed resolution be withdrawn.

Recommendation: Table the proposed resolution.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 1e - File 31-90-13

Department: Department of Public Health (DPH)
Laguna Honda Hospital

Item: Resolution to approve the immediate filling of a vacant position

Position: 2230 Physician Specialist

Retirement Date: October 27, 1990

Normal Refill Date: April 5, 1991

Proposed Refill Date: January 8, 1991

Funding Needed: \$19,694 (63 days @ \$312.60 per day)

Proposed Funding Source: Surplus from Permanent Salaries

Description: Section 10 of the Annual Appropriation Ordinance permits the immediate filling of a position left vacant due to retirement of an incumbent when a lump sum payment is made for accumulated leave. The immediate filling of a vacant position requires a request by the department's appointing officer, the approval of the department head, General Manager, Personnel and the Mayor and approval by resolution of the Board of Supervisors.

Comments:

1. The incumbent Physician Specialist, retired effective October 27, 1990 and was paid for 115.2 days of vested sick leave which prevents refilling this position before April 5, 1991 unless this resolution is approved.
2. Dr. Mary Anne Johnson of the Laguna Honda Hospital reports that the Physician Specialist position is the only general surgeon position at Laguna Honda Hospital. Therefore, according to Dr. Johnson, it is necessary to fill this position immediately in order to provide essential medical services to the patients at Laguna Honda Hospital. Dr. Johnson advises that since the retirement of the incumbent Physician Specialist, surgeons from private practice have been brought in on a part-time basis to provide services to patients. These private surgeons bill Medi-Cal and Medicare directly for services provided to patients.

Recommendation: Approve the proposed resolution.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 1f - File 101-89-101.2

Departments: Department of Public Works (DWP)
Fire Department
California Academy of Sciences

Item: Release of reserve

Amount: \$212,100

Source of Funds: Previously approved \$1,572,834 Supplemental Appropriation (File 101-89-101) of bond proceeds of which a total of \$520,100 was reserved.

Description: In April, 1990, the Board of Supervisors approved a supplemental appropriation ordinance to appropriate \$1,572,834 of the 1989 Proposition A, Earthquake Safety Bonds which totaled \$59.7 million. The Earthquake Safety Bonds are for the acquisition, construction and reconstruction of various municipal improvements to reduce earthquake hazards, remove asbestos, rehabilitate City buildings, and to provide handicapped access to City buildings and related assessment programs.

The \$1,572,834 was appropriated for DPW project management, Request For Qualifications (RFQ) preparation, preliminary architectural and engineering services, planning and assessments, hazard mitigation and earthquake repairs and the related financial and legal tasks for the Fire Department, Academy of Sciences, Fine Arts Museum, Asian Arts Museum and Laguna Honda Hospital. Of the \$1,572,834 appropriation, a total of \$945,700 was reserved including \$494,500 for the Fire Department (\$256,000 for preliminary architectural and engineering services and \$238,500 for hazard mitigation and earthquake repairs) and \$25,600 for the Academy of Sciences. In May, 1990, \$308,000 of reserved funds for the Fire Department were released leaving a balance of reserved funds for the Fire Department of \$186,500 (\$494,500 less \$308,000). The proposed release of reserve would be all of the \$25,600 for the Academy of Sciences and all of the remaining \$186,500 balance for the Fire Department, as follows:

Fire Department

\$186,500

The Board of Supervisors appropriated \$363,500 (and reserved \$238,500) for hazard mitigation and earthquake repairs based on the Fire Department's preliminary estimate of the cost of repairs to Station number one. Of the \$238,500 reserved, \$52,000 was released in May, 1990 to meet the cost of repairs at Station number one totalling \$177,000 (\$125,000 appropriated but not reserved plus \$52,000 subsequently released). According to the Fire Department only \$60,000 more is needed to complete the Station number one project and therefore the Fire Department requests the release of \$60,000 as follows:

	Project Costs Through May, 1990	Additional Project Costs	Total Project Cost
<u>Fire Station Number One</u>			
<u>Project Control & Design Services</u>			
DPW Architectural/Engineering Programming & Design Services	\$17,000	\$5,400	\$22,400
DPW Bureau of Architecture Project Management	6,000	1,600	7,600
Demolition Permits	2,000	1,000	3,000
Preconstruction Phase Contingency	<u>2,000</u>	<u> </u>	<u>2,000</u>
Subtotal - Project Control and Design Services	<u>\$27,000</u>	<u>\$8,000</u>	<u>\$35,000</u>
<u>Construction Costs</u>			
Demolition and Construction	\$130,000	\$43,000	\$173,000
DPW Construction Management	8,000	4,300	12,300
Construction Phase Contingency	<u>12,000</u>	<u>4,700</u>	<u>16,700</u>
Subtotal - Construction Costs	<u>\$150,000</u>	<u>\$52,000</u>	<u>\$202,000</u>
<u>Total</u>	\$177,000	\$60,000	\$237,000

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the \$25,600 for construction costs (reinsulating hot water plumbing, additional core drilling and removal of a beam) not included in the preliminary cost estimate of the Cowell Hall renovation and seismic upgrade project, as follows:

	Repairs Already Funded	Additional Work To Be Funded	Total Project Costs
<u>Academy of Sciences</u>			
<u>Project Control & Design Costs</u>			
DPW/Bureau of Architecture			
Planning & Control	\$53,074		\$53,074
Disruptions & Relocations	22,000		22,000
Bonds and Permits	52,174		52,174
Project Contingency	<u>38,681</u>		<u>38,681</u>
Subtotal - Project Control and Design Costs	\$165,929		\$165,929
<u>Construction Costs</u>			
Seismic Strengthening and Related Work	\$1,097,416	\$25,600	\$1,123,016
Condition Repairs	196,958		196,958
Disabled Access	166,739		166,739
Asbestos Abatement	98,480		98,480
Special Testing and Inspections	20,000		20,000
Project Management	30,000		30,000
Contingency	<u>121,478</u>		<u>121,478</u>
Subtotal - Construction Costs	<u>\$1,731,071</u>	<u>\$25,600</u>	<u>\$1,756,671</u>
Total	\$1,897,000	\$25,600	\$1,922,600

Total proposed release of reserve	<u>\$212,100</u>
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Recommendation: Release reserved funds in the amount of \$212,100 as requested.

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The Fire Department proposes releasing the \$126,500 balance (\$186,500 less proposed release of \$60,000 discussed above) of funds appropriated for Station number one repairs to fund additional repairs at Station number eight. After testing at Station number eight showed that soil conditions are worse than previously thought, the foundation design had to be changed to increase stability, resulting in a greater construction cost, as follows:

	Repairs Already Funded	Additional Work To Be Funded	Total Project Costs
<u>Fire Station Number Eight</u>			
<u>Project Control & Design Services</u>			
DPW Architectural/Engineering Programming & Design Services	\$129,657		\$129,657
DPW Bureau of Architecture Project Management	21,610		21,610
Preconstruction Phase Contingency	<u>29,000</u>		<u>29,000</u>
Subtotal - Project Control & Design Services	<u>\$180,267</u>		<u>\$180,267</u>
<u>Construction Costs</u>			
Seismic Strengthening & Related Work	\$812,538	\$110,000	\$922,538
Condition Repairs	162,121	16,500	178,621
Disabled Access	75,515		75,515
Asbestos Abatement	30,303		30,303
DPW Construction Management	86,438		86,438
Construction Phase Contingency	<u>102,818</u>		<u>102,818</u>
Subtotal - Construction Costs	<u>\$1,269,733</u>	<u>\$126,500</u>	<u>\$1,396,233</u>
Total	\$1,450,000	\$126,500	\$1,576,500

Academy of Sciences \$25,600

When the Board of Supervisors appropriated the \$1,572,834 of bond proceeds in March, 1990, \$25,600 was appropriated, but reserved, for preliminary architectural/engineering services for two projects at the Academy of Sciences. The Academy of Sciences reports that the \$25,600 is not needed for preliminary architectural/engineering services because the Academy of Science obtained these services from an outside consultant using non-City funds. The Academy of Sciences proposes releasing

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Item 2 - File 65-90-8

Departments: Department of Public Works
Clean Water Program
Department of Real Estate

Proposed Action: Ordinance approving a new lease between the Bay Area Cellular Telephone Company and the City.

Purpose of Lease: Cellular telephone and radio equipment room plus an antenna installation on an adjacent chimney stack.

Lessee: Bay Area Cellular Telephone Company.

No. of Sq. Ft. and Revenue/Month: 352 square feet, plus an antenna installation on an adjacent chimney stack. Monthly revenues are \$528 (\$1.50 per sq. ft.) plus a flat rate of \$100 per month for the antenna installation.

Annual Revenue: \$7,536 (first year). The total rental fee would be increased by five percent at the beginning of each succeeding year.

Utilities and Janitor Provided by Lessee: Yes

Term of Lease: January 1, 1991 through December 31, 1995 plus one five-year option.

Description:

1. The proposed lease with the Bay Area Cellular Telephone Company would be for an approximate 352 square foot equipment room located at the southwest corner of the third floor of Southeast Water Pollution Control plant at 1701 Jerrold Avenue. An adjacent smoke stack would also be used for an antenna installation.
2. The rental space would be used to send and receive radio signals to and from cellular telephones.

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Comments:

1. Mr. Rathsam of the Real Estate Department reports that the subject space was rented to the Bay Area Cellular Telephone Company on a month-to-month basis as of September 1, 1990.
2. Section 23.22 of the Administrative Code empowers the Director of Property to lease on his or her own authority as requested by a department head on a year-to-year or shorter basis, City-owned property having a rental value of \$1,000 or less per month to the highest responsible bidder.
3. Mr. Rathsam reports that this proposed lease would be the only leased space in the City-owned building.
4. Mr. Rathsam also reports that the Bay Area Cellular Telephone Company desires to use the subject space because its location in the southeast section of the City is conducive to the Company's needs for transmitting and receiving radio signals and because the adjoining smoke stack accommodates the heights required for the antenna installation.
5. According to Mr. Rathsam, the rental to be paid by the Bay Area Cellular Telephone Company for the subject space reflects the fair market value of the space.

Recommendation: Approve the proposed ordinance.

Item 3 - File 65-90-10

Department: Real Estate Department

Item: Ordinance authorizing and approving lease of City-owned property.

Location: Room 116, first floor, Hall of Justice, 850 Bryant Street

Purpose of Lease: Pre-release program providing social services for jail inmates.

Lessee: Northern California Service League

No. of Sq. Ft.: 327 sq. ft.

Annual Rent: \$1.00 per year

Term of Lease: January 15, 1991 through January 14, 1993

Renewal Options: The proposed lease agreement contains two 2-year options to renew the lease. The lessee must exercise the option within 60 days of the end of the lease.

Description: The Northern California Service League, through private grant funding, currently operates a pre-release program, which provides a variety of social services to jail inmates prior to their release. The facility is staffed by a program director, volunteer coordinator, and ten volunteers/interns. The program is located in Room 116 of the Hall of Justice.

The Real Estate Department reports that the program has been located at various locations at the Hall of Justice without any formal lease arrangements. The proposed ordinance would authorize a formal lease arrangement for Room 116 with the Northern California Service League.

Comment: Mr. John Rathsam of the Real Estate Department advises that because the Northern California Service League is providing a public service, the Real Estate Department determined the rent to be \$1.00.

Recommendation: Approval of the proposed lease at an annual rental of \$1.00 is a policy matter for the Board of Supervisors.

Item 4 - File 65-90-11

Department: Real Estate Department

Item: Ordinance authorizing and approving lease of City owned property.

Location: Room 106, First Floor, Hall of Justice, 850 Bryant Street

Purpose of Lease: Children's waiting room

No. of Sq. Ft.: 294 sq. ft.

Lessee: Northern California Service League

Annual Rent: \$1.00 per year

Term of Lease: January 15, 1991 through January 14, 1993

Renewal Options: The proposed lease agreement contains two 2-year options to renew the lease. The lessee must exercise the option within 60 days of the end of the lease.

Description: The Northern California Service League, through private grant funding, proposes to operate a children's waiting room for the benefit of children of parents who have business before the courts. Waiting room staffing would include one coordinator and volunteers. The League proposes to lease Room 106 on the first floor of the Hall of Justice, which would be used as the waiting room.

According to Mr. John Rathsam of the Real Estate Department, Room 106 is currently unoccupied and lacks a fire door. Before occupying the room, the Northern California Service League plans to add a fire door to Room 106, at no cost to the City.

Comment: Mr. Rathsam advises that because the Northern California Service League is providing a public service, the annual rent was set at \$1.00.

Recommendation: Approval of the proposed lease at an annual rental of \$1.00 is a policy matter for the Board of Supervisors.

Item 5 - File 97-90-61

Item: Ordinance to amend Chapter 3 of the City's Administrative Code by amending Section 3.06 thereof regarding membership of the Capital Improvements Advisory Committee and allowing appointments of permanent alternates.

Description: Section 3.06 of the San Francisco Administrative Code, "Capital Improvement Advisory Committee - Membership," specifies membership of the Committee as follows:

Chief Administrative Officer, Chair
Controller
Director of Public Works
Director of Planning
General Manager of Utilities
General Manager of the Recreation and Park
Department
Director of Airports
Director of Property
Director of Public Health
Port Director

Comments: 1. According to the Chief Administrative Officer (CAO), the practice of having an alternate sit in a member's place at Capital Improvement Advisory Committee meetings in the member's absence is a long-standing one. The CAO has stated that, at present, the Committee's Rules of Order provide for designating a permanent alternate. However, the City Attorney's Office has advised the CAO that the authorization to designate permanent alternates must reside in the Administrative Code rather than with the Committee's Rules of Order.

2. The title of the proposed legislation is worded as follows:

Amending the San Francisco Administrative Code by amending Section 3.06 regarding membership of the Capital Improvement Advisory Committee and allowing appointments of permanent alternatives.

3. The term "alternatives" should be changed to "alternates", the correct term that is used in the body of the proposed legislation. Also, the single action proposed in the amendment is to permit appointments of permanent committee alternates. Therefore the term "and" on line 4

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Memo to Finance Committee
December 19, 1990

(allowing appointments of permanent alternates) of the proposed legislation should be changed to "by."

Recommendation: Amend line 4 by changing the terms "and" to "by" and "alternatives" to "alternates and approve the proposed legislation."

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Item 6 - File 97-90-62

Department: County Clerk

Item: Ordinance amending Chapter 62, Section 62.8 of the Administrative Code to establish a filing fee for the filing of declarations of domestic partnership and amendments to declarations of domestic partnership.

Amount: \$35

Description: Proposition K, which was approved by the San Francisco voters on November 6, 1990, allows two unmarried unrelated people over the age of 18 who live together and agree to be jointly responsible for their basic living expenses to formally establish their relationship as a "domestic partnership". According to Proposition K, persons would establish their relationship by completing a "Declaration of Domestic Partnership" and either filing the Declaration with San Francisco's County Clerks Office or by having the Declaration notarized and witnessed and given to the witness. As required by Proposition K, the Board of Supervisors by ordinance will establish a filing fee to cover all City costs of registration.

The proposed ordinance would establish this filing fee, as required by Proposition K.

Comments: 1. According to Mr. Don Dickinson of the County Clerk's Office, the cost of \$35 per filing fee was based on an estimated average time requirement of two hours to fully process each registration. These costs would primarily include reviewing and filing the Declarations of Domestic Partnership, typing the certificates and amending the registrations for changes of address. However, in addition the County Clerk's Office would be responsible for printing the necessary documents, distributing documents to notaries, creating, maintaining and updating the files, computer input and query and answering questions from the general public, from domestic partners registered with the Department, from notaries and domestic partners registered with notaries.

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2. Mr. Dickinson reports that the \$35 filing fee is currently estimated based on the following Department costs:

Salaries (\$13.425 per hour x 2 hours)	\$26.85
Mandatory Fringe Benefits (28%)	7.52
Equipment, Materials and Supplies	<u>.50</u>
Total	\$34.87*

*Total rate was rounded to the nearest dollar.

3. Mr. Dickinson adds that overhead and indirect costs have not been included in the above cost estimates because the County Clerk's Office does not anticipate hiring any additional staff or requiring any additional space to process the proposed Declarations of Domestic Partnership. Furthermore, Mr. Dickinson states that it may not require two hours to process each registration. However, Mr. Dickinson states that until the Declarations of Domestic Partnership are fully implemented and the County Clerk's Office has experience in the level of work required to complete each registration, a precise cost for issuing the Declarations of Domestic Partnership cannot be determined. Although set by State law, the cost to obtain a marriage license in San Francisco is currently \$35.

4. According to Mr. Dickinson, his office is planning on conducting a detailed review of all of the fees charged by the County Clerk's Office and the amount of time that is required to process each registration, license, etc. during the next year to determine if the actual costs to the City are greater or less than the fees that are charged. According to Section 3.17-2 of the City's Administrative Code, fees that are not regulated by State or Federal law must be reviewed no later than May 15 of each year by the Controller's Office. The Controller's Office is responsible for making recommendations to the Board of Supervisors regarding the anticipated costs to the City and the rates necessary to support such costs for each type of fee. The proposed Domestic Partnership fee would be included in each of these reviews, such that if the proposed \$35 fee did not reflect the actual cost, this fee could be adjusted within the next year.

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5. According to Proposition K, the domestic partnership would end if one partner notifies the other that he or she has ended the partnership, if one of the partners marries or if the partners no longer live together. If the Declaration of Domestic Partnership was originally filed with the County Clerk's Office, notice of the end of the domestic partnership must be filed with the County Clerk's Office. As stated in Proposition K, no fee would be charged for notices that a domestic partnership has ended.

6. According to Mr. Dickinson, the County Clerk would implement this system as soon as possible, such that the first domestic partners could begin to register in mid-February, 1991.

Recommendation: Approve the proposed ordinance.

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Item 7 - File 101-90-31

Department: Sheriff

Item: Supplemental Appropriation Ordinance to increase the Sheriff's 1990-91 budget for Temporary Salaries, Overtime, Mandatory Fringe Benefits, Other Contractual Services, Uniforms and Food Preparation Equipment.

Source of Funds: General Fund, General Reserve

Amount: \$467,962

Description: The proposed Supplemental Appropriation Ordinance would appropriate additional funding for the Sheriff's 1990-91 budget as follows:

Temporary Salaries	\$225,216
Overtime	176,942
Mandatory Fringe Benefits	3,491
Other Contractual Services	32,400
Uniforms	8,700
Food Preparation Equipment	<u>21,213</u>
Total	\$467,962

An increase of \$225,216 in Temporary Salaries is needed to hire 12 Deputy Sheriff positions from January 12 through June 30, 1991 at the San Bruno Jail and to rehire three recently retired Deputies to work as bailiffs thus freeing up the regular bailiffs to work at Jail Number One for a total of 15 additional Deputy Sheriff positions. According to Lt. Jan Dempsey, a combination of (a) fewer Deputies at the San Bruno Jail because of absences to attend training and (b) changes in the racial and ethnic mix of prisoners, leading to a greater number of serious incidents, requires the hiring of 12 Deputies for the San Bruno Jail on a temporary basis. Serious incidents such as rapes and beatings have increased over the last three months. Ten additional Deputies would allow putting one Deputy on each wing of the five floors of prisoner housing. Currently a single Deputy must cover two wings. Two additional Deputies would allow increasing the day shift housing classifications unit to two Deputies and to providing one Deputy on the swing shift. (The housing classifications unit makes approximately 100 reassessments and housing reassignments each day.) The need for these 12 Deputies on a permanent basis will be reassessed in preparing the Department's 1991-92 budget. Three regular, permanent Deputy Sheriff positions currently performing bailiff duties

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can be transferred to Jail Number One if three replacement bailiffs can be obtained by rehiring three recently retired Deputies on a temporary basis from January 14 through April 5, 1991. The three additional Deputies are needed to meet Consent Decree requirements.

The Sheriff's Office requires an increase of \$176,942 in overtime funding for 1990-91 (a) to maintain full staffing at the San Bruno Jail from November 19, 1990, through December 17, 1990 because an excessive number of Deputies are absent due to overlapping academy training schedules, (b) to provide full staffing while the 12 new temporary Deputies are attending the State-mandated orientation training from January 14, through February 28, 1991, and (c) to provide additional bailiffs at trials requiring a higher security level. The Sheriff's Office does not have an academy facility and must use the Police Department's and other Counties' facilities and therefore does not have control over the schedules of availability of those facilities. One high security trial, has cost the Sheriff's Office \$32,818 for overtime through October 26, 1990, to maintain four Deputies at the courtroom in addition to the bailiff. The proposed supplemental appropriation would replenish the Sheriff's overtime account for this unexpected expense. Another high security trial which began in late November, 1990, is expected to last at least four weeks will require \$18,700 for additional overtime costs.

The proposed increases for Fringe Benefits (\$3,491) and for Uniforms (\$8,700) correspond to the \$225,216 increase for hiring twelve new and three recently retired temporary deputies. Fringe Benefits includes Medicare and Unemployment Insurance contributions totalling 1.55 percent of the \$225,216 increase or \$3,491. Basic uniforms excluding guns, radios and some leather items are needed for the twelve new temporary deputies at \$725 per deputy ($\$725 \times 12 = \$8,700$).

The Department of Public Health has advised the Sheriff's Office that the lack of an operating ice making machine at the San Bruno Jail complex is a violation of the California Health and Safety Code. The existing ice machine broke down in July 1990 and cannot be repaired. The Sheriff's Office has obtained a price quote of \$21,213 for an ice machine comparable in size and quality to the old machine.

The Sheriff's Office reports that in the past, most garbage at the San Bruno Jail complex has been burned in an incinerator at the Jail complex. The incinerator became

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unusable in August, 1990, and additionally, there are environmental concerns regarding air pollution from burning garbage in the future in a new incinerator. Therefore, the Sheriff's Office is now incurring monthly charges for garbage collection that will total \$32,400 for 1990-91.

Comment:

A clerical error has occurred in typing the proposed Supplemental Appropriation Ordinance which requires an amendment to change the request for Temporary Salaries from \$176,942 to \$225,216 and the request for Overtime from \$225,216 to \$176,942. The total request remains the same.

Recommendations:

1. Amend the proposed Supplemental Appropriation as discussed in the Comment above, as follows:

	<u>From</u>	<u>To</u>
Temporary Salaries	\$176,942	\$225,216
Overtime	225,216	176,942
Fringe Benefits	3,491	3,491
Other Contractual Services	32,400	32,400
Uniforms	8,700	8,700
Food Preparation Equipment	<u>21,213</u>	<u>21,213</u>
Total	\$467,962	\$467,962

2. Approve the proposed Supplemental Appropriation Ordinance as amended.

Item 8 - File 101-90-32

Department: Department of Agriculture

Item: Supplemental Appropriation Ordinance to increase the 1990-91 budgets for Equipment, Services of Other Departments - Police Security and Services of Other Departments - Street Cleaning.

Amount: \$20,600

Source of Funds: The proposed Supplemental Appropriation Ordinance would increase the General Fund revenue from Unclaimed Gas Tax - Agriculture by \$20,600 to serve as the source for the proposed expenditure budget increases.

Description: The City's 1990-91 allocation of Unclaimed Off-Road Gas Tax monies from the State Department of Agriculture has increased from \$39,163 in 1989-90 to \$62,209 in 1990-91, or by approximately 59 percent. According to the State's letter announcing the increase, the State encourages the use of the new revenue to improve and enhance existing agricultural programs. The City's Department of Agriculture proposes using \$20,600 of the new revenues for the following:

Equipment \$11,000

The Department of Agriculture - Weights and Measures currently lacks the equipment necessary to perform testing sub-meters. State law requires the testing of sub-meters that measure the flow of electricity, gas or water that goes to individual apartments after passing through the main utility meter for the property. The Department of Agriculture proposes obtaining the testing equipment to test sub-meters when requested to do so by citizens using existing staff. A regular test program of all sub-meters in the City would require additional staff and is not currently being proposed. The proposed supplemental appropriation would provide funding for the one-time purchase of one Standard Closed Link Test Set for approximately \$7,129 and one Tandy Laptop Computer with Interface Link to operate the Test Set for approximately \$2,360, for a total cost for both pieces of equipment of \$9,489.

Services of Other Departments -
Police Security

\$7,000

The Department of Agriculture reports that there has been petty theft activity (mostly pick pockets) at the Farmers' Market and has requested sufficient funding to provide a uniformed Police Officer at the market on Saturdays from 7:00 a.m. to noon. In the Spring of 1990, the Department of Agriculture work ordered funding to the Police Department on a trial basis for four months to provide a uniformed Police Officer on Saturdays and there was little reported criminal activity during that time.

The proposed \$7,000 appropriation would provide for one, Police Officer on overtime to work Saturdays at the Farmers' Market for six months beginning January 1, 1991.

Services of Other Departments - Department of Public
Works - Street Sweeping

\$2,600

Street sweeping of the Farmers' Market was previously provided at no charge by DPW but DPW has said that they can no longer provide the service without additional funding. The alternative is to clean the Farmers' Market with a hose which uses excessive amounts of potable (drinking) water whereas DPW's street sweeping vehicle has its own nonpotable water supply. The Department of Agriculture requests funding to provide DPW street sweeping services once a week for six months beginning January 1, 1991.

Total - Proposed Supplemental Appropriation Ordinance

\$20,600

Comments:

1. The Electronic Information Processing Steering Committee (EIPSC) has approved the Laptop Computer purchase.
2. The proposed Supplemental Appropriation Ordinance should be decreased by \$1,511 which is the amount not needed for the purchase of equipment because the actual price quotation is \$9,489 whereas the preliminary estimate, upon which this legislation was based, was \$11,000. The proposed Supplemental Appropriation Ordinance should also be reduced by \$206 because, according to Sergeant Epperly of the Police Department, the cost of stationing one Police Officer at the Farmer's Market on Saturdays between January 5 and June 29, 1990, will be \$6,794 or \$206 less than the \$7,000 amount requested. The reductions would be as follows:

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	<u>From</u>	<u>To</u>	<u>Saving</u>
<u>Revenues</u>			
Unclaimed Gas Tax			
- Agricultural	\$20,600	\$18,883	(\$1,717)
<u>Expenditures</u>			
Equipment Purchase	\$11,000	\$9,489	\$1,511
Services of Other Departments			
- Police Security	7,000	6,794	206
Services of Other Departments			
- Public Works - Street Cleaning	<u>2,600</u>	<u>2,600</u>	<u>-</u>
Total - Expenditures	\$20,600	\$18,883	\$1,717

3. The testing of sub-meters that would require the proposed purchase of new equipment, even though required in past years by State law, would be an expansion of the existing testing program that has not been performed in the past. Expansion of an existing program is a policy matter for the Board of Supervisors.

Recommendations: 1. The Budget Analyst recommends approval of supplemental funding for street sweeping in the amount of \$2,600 as requested.

2. The Budget Analyst recommends approval of \$6,794 in supplemental funding for police security, requiring an amendment to the proposed Supplemental Appropriation Ordinance to reduce the \$7,000 requested by \$206 to \$6,794, as detailed in Comment 2.

3. The Budget Analyst makes no recommendation on the sub-meter testing equipment purchase (\$11,000) because this equipment is needed to expand an existing program and is thus a policy matter. Should the Board of Supervisors approve the sub-meter testing equipment purchase, the proposed Supplemental Appropriation Ordinance should be amended to reduce the requested amount by \$1,511 from \$11,000 to \$9,489, as detailed in Comment 2, above.

Item 9 - File 118-90-8

Department: Department of Public Health, Toxics and Safety Services

Item: Ordinance amending Part II, Chapter 5 of the San Francisco Municipal Code by adding Section 1310 thereto providing for application fees for variances, and exemptions from the requirements of the video display terminals worker safety ordinance.

Description: At its meeting of December 17, 1990, the Board of Supervisors approved for second reading a proposed ordinance mandating VDT worker safety regulations, which includes the implementation of certain workstation requirements within two years (five years if an "undue hardship" applies) for the City and County as well for San Francisco businesses.

The VDT ordinance also provided for an exemption/variance process whereby businesses could apply for variances or exemptions from the mandates of the ordinance. A variance would be granted if the employer shows that "an alternative program, method, practice, means, device, or process will provide equal or superior safety for VDT operators" as compared to the ordinance requirements. An exemption would be granted for a period of up to two years if the employer shows that:

- Their business requires the use of specialized VDT or workstation equipment, which does not conform to the rules defined in the VDT ordinance; and
- Using equipment that conforms to the VDT ordinance adversely affects task or work operations.

However, the authors of the VDT ordinance did not include the amount of fees to be charged for the variance/exemption process in the original ordinance.

This proposed ordinance would implement a variance/exemption appeals fee of \$225.00 to cover the administrative costs of reviewing and processing applications for variances to the VDT ordinance. To determine the proposed fee of \$225.00, the Bureau of Toxics and Safety Services of the Department of Public Health estimated an average time requirement of three staff hours to fully process a variance application, and an average cost of \$75.00 per hour. Based on these estimates, the Bureau calculated the fee for variance/exemptions to be \$225.00.

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Comments:

1. According to Mr. William Lee of the Bureau of Toxics and Safety Services, the average cost per hour of \$75.00 includes:

	<u>Hourly rate</u>
• Salaries, mandatory fringe benefits and associated operating expenditures	\$50.00
• Administrative overhead including training, staff support to VDT advisory commission, research and documentation, support staff, and City Attorney	19.00
• DPH accounting overhead (8 percent of above two items.)	<u>5.52</u>
Total	\$74.52*

*Total hourly rate was rounded to the nearest dollar.

2. It should be noted that the above cost estimates do not include time for investigations of complaints, which is provided for under the ordinance. This proposed ordinance only provides for the recovery of costs through fees of the variance /exemptions appeals process. The Bureau of Toxics and Safety Services intends to submit supplemental appropriation legislation, at a later date, to pay for additional staffing to enforce the ordinance, once the Bureau has determined the additional workload imposed by the ordinance.

3. The approval of this proposed ordinance would depend on the passage of the main VDT ordinance (File 118-90-5) now before the Board of Supervisors. Therefore, this proposed ordinance is a policy matter for the Board of Supervisors.

Recommendation: Approval of the proposed ordinance is a policy matter for the Board of Supervisors.

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Item 10 - File 146-90-73.1

Department: Department of Public Health (DPH)
Community Substance Abuse Services (CSAS)

Item: Release of Reserved Funds

Amount: \$215,365

Source of Funds: Previously appropriated Federal funds reserved in FY 1990-91

Description: The Board of Supervisors previously authorized the DPH to apply for, accept and expend a Federal grant in the amount of \$1,312,923, to fund the first year of a three-year demonstration program to enhance existing community-based substance abuse treatment programs to include treatment services for the following specific target populations: (1) adolescents and young adults (ages 10-22), (2) racial/ethnic minority populations and (3) residents of public housing projects (File 146-90-73). At the same time, the Board of Supervisors authorized the DPH to apply for this grant, the Board also placed 215,365 of the \$1,312,923 on reserve pending the submission, to the Finance Committee, of budget details for the following four contract programs:

	Contractual Amount
<u>Asian American Recovery Services, Inc. -</u> <u>Contractual Services</u>	\$85,120

This program is a long-term substance abuse treatment program which provides residential rehabilitation services to young adults from multi-cultural Asian and other backgrounds.

<u>Women's Alcoholism Center -</u> <u>Contractual Services and Equipment</u>	105,985
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This program provides for the residential drug treatment of women with children.

<u>Women's Institute for Mental Health -</u> <u>Contractual Services</u>	5,000
---	-------

This program provides out-patient drug treatment services to women which includes aftercare services, counseling, vocational and education services and childcare services.

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Walden House Inc. - Travel

19,260

The Walden House Adolescent Program, provides drug treatment services to adolescents ranging from outpatient counseling and referral services to long-term residential drug treatment.

Total

\$215,365

Mr. Jim Curtiss of DPH reports that the budget projections which were originally submitted by the four contract programs were based on estimated amounts to be allocated under the Federal grant. Mr. Curtiss advises that since the original budget projections were drafted, the Women's Alcoholism Center and the Women's Institute for Mental Health have reconfigured their projected budget expenditures based on the Federal grantor's final grant allocations.

The projected budget details, for FY 1990-91, for the four contract programs are outlined below:

Asian American Recovery Services, Inc.

Contractual Services

Psychological Consulting Services
(190 hrs. x \$80/per hour)

\$15,200

Family Counseling:

Case Consultation	1,200
Family Counseling	1,200
Family Evaluation Groups	3,000
Family Orientation Groups	1,500
Family Support Groups	6,000

Program Evaluation: Program Evaluator
(10 hrs. per week x 52 weeks x \$40/hr)

20,800

Clerical Support (10 hrs per week x 52
weeks x \$8/hrs.)

4,160

Medical Services:

Medical fees, Prescriptions and Lab Tests

5,180

Dietician Services:

Individual Assessments and Consultation	6,240
Nutrition Education	2,800
Menu Planning	1,440

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Staff Development and Training	5,600
Bilingual Counselors (16 hrs per mo. x 12 mos. x \$25/hr)	4,800
Clinical Consultant (10 hrs. per mo. x 12 months x \$50/hr)	<u>6,000</u>
Total	\$85,120

Women's Alcoholism Center

Personnel

Salaries and Wages (2.5 FTE)	43,235
Fringe Benefits	12,929

Operating Expenses

Rent/Utilities	16,200
Building Repair and Maintenance	3,000

Contractual Services

Medical Consultant Services (188 hrs. x \$50/hr)	\$9,400
--	---------

Equipment

Furnishings	<u>21,221</u>
Total	\$105,985

Women's Institute for Mental Health

Contractual Services

Computer Program Services (40 hrs. x \$50/hr)	\$2,000
Program Planning Services (30 hrs. x \$50/hr)	1,500

Travel

Conference (grant related)	<u>1,500</u>
Total	\$5,000

Walden House, Inc.

Travel

Staff Mileage	\$ 762
Conference and Training Related Travel	7,656
Client Transportation	1,411
Vehicle Gas & Oil	5,551
Vehicle Maintenance	1,975

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BUDGET ANALYST

Memo to Finance Committee
December 19, 1990

Client Field Trips
Total

1,905
\$19,260

Based on submission of the above-noted budget details for the four contract programs, the DPH is now requesting the release of the entire \$215,365 which was placed on reserve.

Recommendation: Approve the proposed release of reserved funds.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 11 - File 146-90-90

Department: Department of Public Health (DPH)
Division of Mental Health, Substance Abuse and Forensic
Services (DMSF)

Item: Resolution authorizing the Department of Public Health to
apply for a new State grant.

Grant Amount: \$500,000

Source of Grant: State Department of Health Services, Tobacco Control Section

Grant Period: January 1, 1991 to December 31, 1992 (two years)

Project: Smoking Awareness and Cessation Program for Providers
of Mental Health, Substance Abuse and Forensic Services

Project Description: DPH reports that the proposed grant funds would be used to
implement the following project objectives: (1) do a study of
DMSF staff on their knowledge, attitudes and behaviors with
respect to smoking, (2) develop a Smoking Awareness
Campaign, aimed at creating awareness, on the part of
DMSF staff, of the health consequences of primary and
secondhand smoke, (3) involve DMSF staff in smoking
cessation programs and (4) increase the number of DMSF
service sites with a smoke-free policy.

No. of Persons to be Served:	39	Management Staff
	140	Program or Clinic Directors
	2,057	Clerical, Support and Line Staff
	2,236	Total

Project Budget:	First Year Budget	Second Year Budget	Total Grant
<u>Personnel</u>			
Program Director (.25 FTE)	\$ 12,900	\$13,900	\$ 26,800
Project Coordinator (1 FTE)	50,800	53,848	104,648
Health Educator/ Process Evaluator (1 FTE)	35,720	37,863	73,583
Training Coordinator (.5 FTE)		28,000	28,000
Assist. Health Educator(.5 FTE)		23,000	23,000
Clerk Typist (1 FTE)	22,000	22,000	44,000
Fringe Benefits	30,355	44,700	75,055
	<u>\$151,775</u>	<u>\$223,311</u>	<u>\$375,086</u>

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	First Year <u>Budget</u>	Second Year <u>Budget</u>	Total <u>Grant</u>
<u>Personnel</u>			
<u>Operating Expenses</u>			
Materials and Supplies	\$1,000		\$1,000
Educational Materials	2,000	\$0,000	12,000
Rent	4,096	4,096	8,192
Equipment Rental		1,900	1,900
Telephone	1,200	1,200	2,400
Postage	2,200	2,200	4,400
Printing	3,000	3,000	6,000
Travel	2,000	1,500	3,500
Staff Training	1,000		1,000
Consultant Services	12,800	12,800	25,600
Promotional Items		<u>22,000</u>	<u>22,000</u>
Subtotal	<u>\$29,296</u>	<u>\$58,696</u>	<u>\$87,992</u>
<u>Indirect Costs (5% of Personnel)</u>	<u>\$7,600</u>	<u>\$11,200</u>	<u>\$18,800</u>
Total	\$188,671	\$293,207	\$481,878

Required Match: None

- Comments:
1. Dr. Bertie Mo of the DPH, DMSF reports that the Department has been notified by the State that the actual grant amount to be awarded to the City is \$481,878. Therefore, the project budget shown above reflects this reduced level of funding and the proposed legislation should be amended to reflect a grant amount of \$481,878 instead of \$500,000.
 2. The DPH advises that if grant funding is terminated or reduced in the future, program services and project staff would be terminated or reduced accordingly unless an alternative source of grant funds are identified. The proposed State grant would fund six (4.5) additional DPH staff.
 3. DPH reports that the application for this proposed grant has already been submitted. Therefore, the proposed legislation should be amended to authorize DPH to apply for the proposed grant funds retroactively.
 4. Attached is the Health Commission "Summary of Grant Request," as prepared by DPH for the proposed grant funds.

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- Recommendations:**
1. Amend the proposed legislation to (1) reflect a grant amount of \$481,878 instead of \$500,000 and (2) authorize the DPH to apply for the proposed grant funds retroactively.
 2. Approve the proposed legislation as amended.

Item No. **Health Commission - Summary of Grant Request**

Rev. 4/10/90

Department of Health Services

Grantor Tobacco Control SectionContact Person Dileep G. Bal, M.D.Address 6007 Folsom BlvdSacramento, CA 95819Amount Requested \$ 500,000Term: From Jan. 1, 91 To Dec. 31, 92Health Commission Board of Supervisors: Finance Committee Full Board Division Substance Abuse & Forensic Se.Section Consultation, Education, Info.Contact Person Bertie Mo, Ph.D., MPHTelephone (415) 255-3661Application Deadline Oct. 22, 1990Notification Expected Dec. 12, 1990

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a)
(Circle appropriate words) grant in the amount of \$ 500,000 from the period of Jan. 1, 1990 to Dec. 31, 1992
 to provide smoking awareness and cessation programs services.

II. Summary: (Concise summary; brief statement; number & groups served; services and providers)

This proposal is a two year proposal for \$500,000 to do a KAB, develop a Smoking Awareness Campaign and increase the number of non-smokers within the Division of Mental Health, Substance Abuse & Forensic Services (DMSF). This proposal will impact the 2,200 professionals and paraprofessionals within DMSF who in turn can affect the smoking behaviors of their clients.

III. Outcomes/Objectives:

*KAB study of professionals and paraprofessionals within Division, *2,200 DMSF staff will be aware of health consequences of smoking and of smoking cessation resources, *A specialized smoking cessation program for DMSF will be developed, *DMSF will develop a policy for a "smoke-free" work place.

IV. Effects of Reduction or Termination of These Funds:

Smoking is a major problem among mental health, substance abuse and forensic staff and clients. Until staff are aware of issues of nicotine in relapse, we not be able to introduce smoking awareness and cessation programs to their clients.

V. Financial Information:

	Col. A	Col. B	Col. C	Col. D	Req. Match	Approved by
	Two Years Ago	Past Year/Orig.	Proposed	Second Year		
Grant Amount			188,671	293,207		
Personnel			159,375	234,511		
Equipment			N/A	1,900		
*Contract Svc.			N/A	N/A		
Mat. & Supp.			3,000	10,000		
Facilities/Space			4,096	4,096		
Other			22,200	42,700		
Indirect Costs			7,600	11,200		

VI. Data Processing(see or included above)

N/A

N/A

VII. Personnel

F/T CSC			6	6		
P/T CSC			N/A	N/A		
Contractual			3	3		

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

N/A

Will grant funded employees be retained after this grant terminates? If so, How?

Only if an alternative source of grant funds are identified.

***VIII. Contractual Services:** Open Bid N/ASole Source (If sole source, attach Request for Exemption Form)

Item 12 - File 146-90-91

Department: Department of Public Health (DPH)
Emergency Medical Services Agency (EMS)

Item: Resolution authorizing the Department of Public Health (DPH) to accept and expend a new private grant.

Grant Amount: \$10,000

Source of Grant: United Way of the Bay Area

Grant Period: August 3, 1990 to December 31, 1990

Project: Analysis of the Bay Area Emergency Medical Response to the October 17, 1990 Loma Prieta Earthquake

Description: The Board of Supervisors previously approved legislation (Files 146-90-14 and 146-90-41) authorizing the DPH, EMS to apply for, accept and expend State grant funds totalling \$231,231 to fund a six-month study of the disaster procedures used in relation to the October 17, 1989 earthquake. EMS reports that the proposed private grant from United Way of the Bay Area would provide additional funding for the development, production and distribution of the final report on the study.

Grant Budget:

<u>Personnel</u>	
Registered Nurse (280 hrs.)	\$7,000
Clerk (200 hrs.)	2,000
<u>Operating Expenses</u>	
Reproduction	700
Postage	<u>300</u>
Total	\$10,000

Required Match: None

Indirect Costs: None

Comments: 1. Ms. Abbie Yant of EMS reports that the Department did not have to submit a formal application for these funds. However, according to Ms. Yant, a letter was submitted by EMS to United Way of the Bay Area, outlining how the grant funds would be used. Based on the submission of this letter, EMS was awarded the proposed grant funds. The

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BUDGET ANALYST

Budget Analyst believes the letter which EMS submitted to United Way of the Bay Area constitutes an application for the proposed grant funds. Therefore, the proposed legislation should be amended to authorize the DPH to apply for the proposed grant. Additionally, since the DPH has already submitted the application for these grant funds, the proposed legislation should authorize the DPH to apply for this grant retroactively.

2. As noted above, the grant period has a start-up date of August 3, 1990. Ms. Yant reports that expenditures have been incurred against the proposed grant funds. Therefore, the proposed legislation should also be amended to authorize the DPH, EMS to accept and expend this grant retroactively.

3. Attached is the "Health Commission - Summary of Grant Request" as prepared by DPH for the proposed grant funds.

- Recommendations:**
1. Amend the proposed legislation to authorize the DPH, EMS to (1) apply for the proposed grant and (2) to apply for, accept and expend the proposed grant retroactively.
 2. Approve the proposed legislation as amended.

Grantor United Way
 Contact Person Ed Hutchinson
 Address 410 Bush Street
San Francisco, CA 94108
 Amount Requested \$ 10,000
 Term: From 08/03/90 To 12/31/90
 Health Commission _____

Division Central Office
 Section EMS Agency
 Contact Person Abbie S. Yant
 Telephone 554-2920
 Application Deadline N/A
 Notification Expected _____

Board of Supervisors: Finance Committee _____
 Full Board _____

Item Description: Request to (Apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a) grant in the amount of \$ 10,000 from the period of 08/03/90 to 12/31/90 to provide develop and produce final report on the EMS Earthquake Project.

I. Summary: (Context/history; need addressed; number + groups served; services and providers)

The EMS Earthquake Project is a 9 month project funded by State EMS Authority which is an analysis of the Bay Area emergency medical response during the 1989 Loma Prieta Earthquake. These funds were made available to augment available funds for development of the final report.

II. Outcomes/Objectives:

Develop, produce and distribute 400 copies of final report.

V. Effects of Reduction or Termination of These Funds:

Restricted number of reports produced and distributed

V. Financial Information:

	<u>Col. A</u> Two Years Ago	<u>Col. B</u> Past Year/Orig.	<u>Col. C</u> Proposed	<u>Col. D</u> Change	<u>Reg. Match</u>	<u>Approved by</u>
Grant Amount			<u>10,000</u>			
Personnel			<u>9,000</u>			
Equipment						
Contract Svc.						
Mat. & Supp.						
Facilities/Space						
Other			<u>1,000</u>			
Indirect Costs						

I. Data Processing

(costs included above)

-0-

II. Personnel

T CSC			
T CSC			
Contractual			

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

N/A

Will grant funded employees be retained after this grant terminates? If so, How?

NO

III. Contractual Services: Open Bid _____ Sole Source _____ (if sole source, attach Request for Estimate Form)

N/A

Item 13 - File 146-90-93

Department: Department of Public Health (DPH)
Family Health Bureau

Item: Resolution authorizing the Department of Public Health to apply for a new State grant

Grant Amount: \$214,284

Source of Funds: State Department of Health Services, Maternal Child Health Branch

Grant Period: January 1, 1991 through June 30, 1993 (2.5 years)

Project Description: The proposed grant funds would be used to fund a project aimed at improving Black infant health for residents of San Francisco. The following project services would be provided to Black pregnant and post-partum women and their families: outreach services; referral services, (i.e., to appropriate prenatal treatment, pediatric care, family planning and social services); educational services; and follow-up and support services. Additionally, the project would (1) maintain a database for analysis of Black infant health indicators, (2) prepare a report on Black infant health for distribution to providers, community organizations and the projects' target population, (3) establish a Black infant health task force, to assess needs and gaps in services and prepare an action plan and (4) sponsor two community forums/events to increase community awareness on issues related to Black infant health.

No. of Persons To be Served: A minimum of 225 women and their infants
A minimum of 200 women of childbearing age

Required Match: None

Indirect Costs: None

Comments: 1. As of the writing of this report, the DPH was unable to provide budget details for the application of these State grant funds. However, the DPH reports that a detailed budget for the expenditure of these State grant funds will be made available when DPH submits its request to the Board of Supervisors to accept and expend these grant funds.

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2. The DPH advises that in the event this State grant is terminated, grant positions would also be terminated unless alternative grant funding could be identified.

3. DPH reports that the application for the State grant has already been submitted. Therefore, the proposed legislation should be amended to authorize DPH to apply for the proposed grant funds retroactively.

4. Attached is the Health Commission "Summary of Grant Request", as prepared by DPH for the proposed grant funds.

Recommendation: Amend the proposed legislation to authorize the DPH to apply for the proposed grant funds retroactively and approve the proposed legislation as amended.

Item No: _____

Health Commission - Summary of Grant Request

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Grantor State DHS, MCH Branch
 Contact Person Maria Cornejo
 Address 714 "P" Street Rm 740
Sacramento, CA 94234-7320

Division CPHS
 Section Family Health Bureau
 Contact Person Virginia Smyly
 Telephone 554-2575
 Application Deadline December 5, 1990
 Notification Expected N/A

Amount Requested \$ 214,284
 Term: From Jan 1991 To June 1993
 Health Commission _____

Board of Supervisors: Finance Committee _____
 Full Board _____

I. Item Description:

(Circle appropriate words)

Request to (apply for) (renew and expand) a (new) (continuation) (allocation) (augmentation) grant in the amount of \$ 214,284 from the period of Jan 1991 to June 1993 to provide services to improve Black infant health.

_____ services

II. Summary:

(Concise summary; brief statement; number of groups served; services and providers)

The State DHS has identified black infant health as a priority issue for 14 counties; SF is one identified with a high rate of infant mortality and low birthweight for Blacks. The project will target high risk areas with intensive case finding, community and hospital/clinic based case management and services. A community forum will be organized to plan and conduct community awareness and coalition building for improved Black infant health.

III. Outcomes/Objectives:

At least 225 mother/infant pairs will be assisted through case managers/outreach with increase access to needed and available services and health care. At least 200 additional mothers of childbearing age will receive educational and support services. Two community forums/event and other community awareness campaigns will increase community concern and participation.

IV. Effects of Reduction or Termination of These Funds:

It is likely that the health of Black infants and their families will continue to be poor or worsen if no services and actions are taken to educate, support and connect them to already available health and social services.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount	N/A	N/A	214,284	214,284	N/A	
Personnel						
Equipment						
Contract Svc.						
Mat. & Supp.						
Facilities/Space						
Other						
Indirect Costs						

VI. Data Processing

(Cover included above)

VII. Personnel

/T CSC

/T CSC

Contractual

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

III grant funded employees be retained after this grant terminates? If so, How?

Only if there is a continuation grant or similar grant program instituted

VIII. Contractual Services: Open Bid XXX

Sole Source

(If sole source, attach Request for Estimation Form)

Item 14 - 146-90-94

Department: Department of Public Health (DPH)
Family Health Bureau

Item: Resolution authorizing the Department of Public Health (DPH) to accept and expend a Federal continuation grant.

Grant Amount: \$358,922

Source of Grant: California Family Planning Council, Inc.

Term: January 1, 1991 through December 31, 1991

Project Description: The proposed grant would fund the provision of family planning and pregnancy testing services to low-income, ethnically diverse women between the ages of 15 to 44 at various Health Department District Health Centers and at the UCSF outpatient clinic.

No. of Persons to be Served: According to DPH, the proposed grant would fund the provision of medical examinations and contraceptive supplies for approximately 13,100 patient visits.

Grant Budget:

Salaries (4.5 FTE)	\$124,100	
Fringe Benefits	<u>45,900</u>	
Subtotal		\$170,000
Operating Expense		
Materials and Supplies	\$20,222	
(medicine and contraceptive supplies)		
Travel (grant related conferences)	2,000	
Equipment (medical exam. tables)	<u>2,000</u>	
Subtotal		24,222
Contractual Service		
UCSF (3 FTE)	\$125,000	
Pharmacy & Cytology services	<u>38,000</u>	
Subtotal		163,000
Indirect Costs (1% Salaries & Benefits)		<u>1,700</u>
Total		\$358,922

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BUDGET ANALYST

Required Match: 10% or \$35,892 (The DPH is meeting this requirement with budgeted in-kind services).

Comments:

1. According to Mr. Stephen Purser of the DPH, Bureau of Family Health, the UCSF contract is awarded on a sole source basis because UCSF has been a continuous provider of these services since the inception of this program in 1971.
2. The \$358,922 grant amount represents the same level of funding received for 1990.
3. According to Ms. Lucille Burlew-Lawler of DPH, these Federal grant funds are treated as an allocation and therefore the City is not required to submit an application for funding. Therefore, this proposed resolution would provide authorization only to accept and expend the funds.
4. The proposed grant has an effective start-up date of January 1, 1991, which will result in the DPH incurring expenditures against these grant funds prior to receiving the Board of Supervisor's authorization to accept and expend this proposed grant. Therefore, the proposed legislation should be amended to authorize DPH to accept and expend the proposed grant funds retroactively.
5. Attached is the Health Commission "Summary of Grant Request", as prepared by DPH for the proposed Federal grant.

Recommendation: Amend the proposed legislation to authorize the DPH to accept and expend the proposed grant retroactively and approve the proposed legislation as amended.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 15 - File 146-90-95

Department: Department of Public Health (DPH), Division of Mental Health, Substance Abuse and Forensic Services (DMSF)

Item: Resolution authorizing the Department of Public Health to accept and expend an augmentation to a Federal grant.

Amount of Grant: \$59,029

Source of Grant: Federal Emergency Management Agency (FEMA)

Grant Period: November 15, 1990 through February 14, 1991

Project: San Francisco Afterquake Project

Project Description: The proposed augmentation grant funds would be used to extend the nine-month San Francisco Afterquake Project for an additional three months. The project provides mental health crisis counseling and intervention to individuals who have suffered a loss, such as the death of a family member, injury, loss of property, or loss of a job as a result of the October 17, 1989 earthquake. The target population includes children, adolescents, adults and geriatric clients, who have suffered psychological distress as a result of the earthquake. The funds are also used to provide training programs on stress and disaster related issues to community agencies that provide earthquake related intervention services to San Francisco residents. The DPH is primarily responsible for the administration, coordination, and training components of the San Francisco Afterquake Project. The Department also provides some outreach services. The DPH subcontracts with community agencies for the provision of direct counseling, intervention and outreach services to eligible clients.

The augmentation funding would continue services for an additional three months (the original grant was for nine months) through the holiday season when, according to DPH, earthquake-caused stress is compounded.

**No. of Persons
To be Served:** Approximately 1,000 individuals

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BUDGET ANALYST

Grant Budget:

Personnel

Health Program Coordinator II (1.0 FTE)	\$10,374
Director, Adult Community Services (0.1 FTE)	1,991
Training Administrator (0.1 FTE)	871
Mental Health Educator (0.25 FTE)	1,575
Senior Clerk Typist (0.25 FTE)	1,517
Fringe Benefits	<u>4,245</u>

Total-Personnel	1.7 FTE	\$20,573
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<u>Administration</u>	5,285
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Contractual Services

Children's Council (0.5 FTE)	\$7,460
Swords to Plowshares (0.5 FTE)	1,962
Catholic Charities (2.1 FTE)	15,149
Family Service Agency (6.15 FTE)	48,648
Episcopal Sanctuary (1.0 FTE)	9,824
Bayview Hunters Point Foundation (2.0 FTE)	<u>10,123</u>

Total-Contractual Services	12.25 FTE	<u>93,166</u>
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<u>Subtotal</u>	\$119,024
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Less Carryover of Unused Funding from Original, Nine Month Grant	<u>59,995</u>
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Proposed Grant	\$59,029
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Local Match:

None

Comments:

1. The DPH indicates that FEMA made additional augmentation funds available to those jurisdictions that already had grants. Therefore, an abbreviated application process was used.
2. The proposed resolution should be amended to authorize DPH to accept and expend the proposed augmentation grant retroactively to November 15, 1990.
3. The Health Commission's "Summary of Grant Request" form prepared by DPH is attached.

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BUDGET ANALYST

Recommendation: Amend the proposed resolution to authorize DPH to accept and expend the proposed augmentation grant retroactively to November 15, 1990, and approve the proposed resolution as amended.

Item No. _____ Health Commission - Summary of Grant Request

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Grantor FEMA-State Dept. of Mental Health Division Mental Health, Substance Abuse
 Contact Person Linda Fain Section Adult Comm. Services [& Forens
 Address 1600 9th Street Contact Person Linda Wang
Sacramento, CA 95814 Telephone (415) 255-3421
 Amount Requested \$ 59,029 Application Deadline N/A
 Term: From 11/15/90 To 2/14/91 Notification Expected Before 11/14/90
 Health Commission _____ Board of Supervisors: Finance Committee _____
 Full Board _____

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a)
 (Circle appropriate words) grant in the amount of \$ 59,029 from the period of 11-15-90 to 2-14/91
 to provide post earthquake counseling & outreach services services.

II. Summary: (Concise summary, need additional number + group served, services and providers)
 This augmentation to the current Nine months FEMA Grant will extend the current
 FEMA contracts to a full year. The subcontractors previously approved by the
 Health Commission (December 19, 1989) will continue to be part of this Augmentation.

III. Outcomes/Objectives:
 The objectives are to provide access to earthquake counseling and recovery services
 through the holiday months of November, December and January.

IV. Effects of Reduction or Termination of These Funds:

This is one time only funding, without this augmentation the grant services will
 end as of November 14, 1990.

V. Financial Information:

	Col. A Original Grant	Col. B Carry Over	Col. C Augmentation	Col. D Change	Req. Match	Approved by
Grant Amount	82,665	59,995	59,029	59,029	n/a	
Personnel	98,364	11,472	9,100	9,100	n/a	
Equipment	n/a	n/a	n/a	n/a	n/a	
Contract Svc.	650,749	48,523	44,643	44,643	n/a	
Mat. & Supp.	5,326	1,000	0	0	n/a	
Facilities/Space	n/a	n/a	n/a	n/a	n/a	
Other	n/a	n/a	n/a	n/a	n/a	
Indirect Costs	28,226	n/a	5,286	5,286		

VI. Data Processing

(none included above)

n/a n/a n/a n/a n/a

VII. Personnel

F/T CSC	1	1	1	0	n/a
P/T CSC	4	4	4	0	n/a
Contractual	48	48	33	0	

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:
General Fund

VIII. Will grant funded employees be retained after this grant terminates? If so, How?

Positions hired solely for the grant will be terminated, the other positions will
 return to being fully funded out of General Fund. Augmentation includes project phase

*VIII. Contractual Services: Open Bid _____ Sole Source Approved _____ (if sole source, attach Request for Exception Form)

12/19/89

Item 16 - File 146-90-96

Department: Department of Public Health (DPH)
Community Public Health Services (CPHS)

Item: Resolution authorizing the Department of Public Health to apply for a new private grant.

Amount: \$50,000

Source of Funds: American Foundation for AIDS Research

Grant Period: July 1, 1991 to June 30, 1992

Project: Minority Youth Peer Education HIV/STD Prevention Program

**Project
Description:**

The proposed grant funds would be used to provide AIDS related educational services primarily aimed at minority youth (particularly African-Americans) between the ages of 15 - 24 who are not attending school and who are at high risk for HIV infection and sexually transmitted diseases (STDs). These project services would be provided through the Education and Training Unit (ETU) of the San Francisco City Clinic (SFCC), which is operated by DPH. The goal of the project would be to reduce the number of cases of HIV/STDs among the project's target group. In order to achieve this goal, the project would include the following activities:

1. The recruitment and training of two new youth peer health educators to increase the current outreach and education efforts of the ETU's peer health education program.
2. The provision of training to the six existing peer health educators in the ETU to enable them to increase their effectiveness in conducting peer health education sessions for high risk youth.
3. The provision of training and technical assistance, on HIV/STD prevention, to the staff and youth participants in community- based organizations. Additionally, project staff would work with other youth/peer education programs in the City which serve out-of-school youth, in order to increase networking and cross-training efforts in connection with HIV/STD prevention education.

BOARD OF SUPERVISORS
BUDGET ANALYST

4. The development and implementation of a clinic-based peer counseling program for STD patients, aged 12-24, at SFCC.

**No. of Persons
to be Served:**

Approximately 2,500 clients

Required Match:

None

Indirect Costs:

Unknown

Comments:

1. Mr. Paul Gibson of the DPH, CPHS reports that the \$50,000 grant amount included in the proposed legislation is incorrect. According to Mr. Gibson the correct amount is \$70,000. Therefore, the proposed legislation should be amended to reflect a grant amount of \$70,000, instead of \$50,000.
2. As of the writing of this report, the DPH was unable to provide budget details or specific information regarding project staff for the application of this private grant. Mr. Gibson reports that a detailed budget for expenditure of these grant funds along with staffing details will be made available when DPH submits its request to the Board of Supervisors to accept and expend these grant funds.
3. Attached is the Health Commission "Summary of Grant Request, as prepared by the DPH for the proposed grant funds.

Recommendation: Approve the proposed resolution.

Item No. _____ Health Commission - Summary of Grant Request

Rev. 4/10/90

Grantor American Foundation for AIDS ResearchDivision Community Public HealthContact Person Education Dept.Section STD Training CenterAddress AMFARContact Person Paul Gibson1515 Broadway, N.Y., N.Y.Telephone 554-9620Amount Requested \$ 70,000Application Deadline Not KnownTerm: From 7/1/91 To 6/30/92Notification Expected Not Known

Health Commission _____

Board of Supervisors: Finance Committee _____

Full Board _____

I. Item Description: Request to (apply for) (acceptance of) a (new) (continuation) (extension) (supplement) grant in the amount of \$ 70,000 from the period of 7/1/91 to 6/30/92 to provide AIDS preventive education to high risk minority out-of-school youth. Services

II. Summary: (Concise history; brief description; number of groups served; services and providers)

Education services to prevent AIDS will be provided to out-of-school minority youth who are at high risk for sexually transmitted diseases and who are not usually affiliated with schools or other established groups or agencies. Services will be provided through a unique peer-education intervention process.

III. Outcomes/Objectives:

Not developed. A Letter of Intent will be submitted to the funding agency by 12/6/90. Notification to submit a full proposal will be mailed to applicants on Jan. 15, 1991. The application deadline is not known at this time.

IV. Effects of Reduction or Termination of These Funds:

Not applicable

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount			70,000			
Personnel						
Equipment						
Contract Svc.						
Mat. & Supp.						
Facilities/Space						
Other						
Indirect Costs						

VI. Data Processing

(none included above)

VII. Personnel

F/T CSC					
P/T CSC					
Contractual					

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:
Not applicable

Will grant funded employees be retained after this grant terminates? If so, How?

VIII. Contractual Services: Open Bid _____ Sole Source _____ (if sole source, attach Request for Exception Form)

Item 17 - File 146-90-97

Department: Department of Public Health (DPH)
Community Public Health Services (CPHS)

Item: Resolution authorizing the Department of Public Health to apply for a new Federal grant

Amount: \$1,842,327

Source of Grant: Office of Substance Abuse Prevention (OSAP)

Grant Period: July 1, 1991 to June 30, 1996 (5 years)

Project: Perinatal Infant Addiction Treatment and Training Project

Project Description: The proposed grant funds would be used to develop a demonstration project that would target the needs of pregnant drug dependent adolescent females and their newborn infants. Specific project services would include: therapeutic residential treatment; case management; prenatal and nutritional classes; skills training; aftercare; and outreach and referral services. Additionally, the project would create a multidisciplinary training center to develop medical protocols related to pregnancy and addiction and drug-exposed infants and children. The information developed at the center would be used to provide training to substance abuse providers and other health care and social service providers that provide services to the project's target population.

**No. of Persons
to be Served:**

Residential treatment services would be provided to six clients and their newborn infants. Training would be provided to at least 25 providers in the first year of the project. The number of providers trained per year would increase after the first year.

Project Budget:

	<u>FTE</u>	<u>First Year Budget</u>	
<u>Personnel</u>			
Project Director	.30	\$28,675	
Health Educator	.25	13,419	
Nutritionist	.15	7,743	
Secretary	.50	14,895	
Fringe Benefits		<u>18,125</u>	
Subtotal	<u>1.20</u>		\$82,857

BOARD OF SUPERVISORS
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Operating Expenses

Education Supplies	\$1,000	
Office Supplies	518	
Staff Mileage	105	
Travel (grant related conferences)	4,500	
Rent	3,240	
Telephone	840	
Photocopying	200	
Dues/Fees/Subscriptions	500	
Printing	300	
Postage	510	
Courier/Express Service	400	
Training	500	
Equipment Maintenance	<u>500</u>	
Subtotal		13,113

Contract Services

Personnel (2.80 FTE)		
Salaries	\$107,100	
Fringe Benefits	18,207	
Operating Expenses		
Office Supplies	1,206	
Educational Supplies	1,000	
Staff Mileage	378	
Travel	1,000	
Contractual	24,912	
Rent	6,300	
Telephone	1,008	
Photocopying	300	
Postage	300	
Courier Service	100	
Printing	400	
Training	400	
Drug Tests	720	
Indirect Costs	<u>14,700</u>	
Subtotal		178,031

Equipment

Personal Computer & Printer	\$9,000	
Typewriter	800	
Furnishings	<u>1,000</u>	
Subtotal		10,800

<u>Indirect Costs</u>	<u>12,946</u>
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Total	\$297,747
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BOARD OF SUPERVISORS
BUDGET ANALYST

Required Match: None

Comments:

1. Dr. Patricia Evans of the DPH, CPHS reports that the Department would contract with the Fannie Lou Hamer House of the California Children's Home, Inc., on a sole source basis, for the provision of therapeutic residential treatment services. According to Dr. Evans, the Department would contract with this agency on a sole source basis because this agency is the only facility in the City which is licensed to provide services to the project's target group.

2. In addition to the proposed services shown for the first year of the project, Dr. Evans reports that the project would require a part-time Social Worker in the second year of the project. Thereafter, with the exception of cost of living increases, the staffing level and associated costs along with operating expenses would remain essentially the same for the subsequent years of the project. Additionally, Dr. Evans advises that the Department is in the process of seeking EIPSC approval for the purchase of the computer equipment for the project. The DPW would report on the outcome of EIPSC's review of the computer equipment purchase, when the Department submits its request to the Board of Supervisors for acceptance and expenditure of these grant funds.

3. The DPH reports that the application for this proposed grant has already been submitted. Therefore, the proposed legislation should be amended to authorize the DPH to apply for these grant funds retroactively.

4. The DPH advises that if the funds for this project are terminated or reduced in the future, project staff would be retained only if another source of grant funds are identified. DPH reports that during the third year of the project the Department will ask the State Drug and Alcohol Program to pick up the funding for this project through State Block Grant Funds. The proposed grant budget includes 1.2 FTE additional Department positions.

5. Attached is the Health Commission "Summary of Grant Request," as prepared by DPH for the proposed grant funds.

Recommendation: Amend the proposed legislation to authorize the DPH to apply for the proposed grant funds retroactively and approve the proposed legislation as amended.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item No. _____ Health Commission - Summary of Grant Request

Rev. 4/10/90

Grantor Office of Substance Abuse Prevention Division Community Public Health Service
 Contact Person Bernard R. Mcolgan, Director Section Community Public
 Address Division of Demonstrations and Evaluation Contact Person Patricia E. Evans, M.D.
Office for Substance Abuse Prevention Telephone 554-2691
 Amount Requested \$ 1,842,327 Application Deadline 11/15/90
 Term: From 7/1/91 To 6/30/96 Notification Expected 5/91
 Health Commission _____ Board of Supervisors: Finance Committee _____
 Full Board _____

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a)
 (Circle appropriate words) grant in the amount of \$ 1,842,327 from the period of 7/1/91 to 6/30/96
 to provide Perinatal Infant Addiction Treatment and Training Center services.

II. Summary: (Concise, brief, and adequate; include a group name, services, and providers)

This project would provide the following comprehensive services to pregnant addicted
adolescent girls and their children: therapeutic treatments; case management; prenatal
and nutritional classes; skills training; aftercare; outreach and referrals. Additionally,
the project would develop a multidisciplinary training center to develop medical protocols
related to pregnancy and addiction and drug-exposed infants and children, in order to pro
training to substance abuse treatment providers and other related providers.

III. Outcomes/Objectives:

IV. Effects of Reduction or Termination of These Funds:

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C (5 Proposed yrs.)	Col. D First Year	Req. Match	Approved by
Grant Amount			<u>1,842,327</u>	<u>\$297,747</u>		
Personnel			<u>570,782</u>	<u>82,857</u>		
Equipment			<u>10,800</u>	<u>10,800</u>		
Contract Svc.			<u>1,044,623</u>	<u>178,031</u>		
Mat. & Supp.			<u>45,829</u>	<u>1,518</u>		
Facilities/Space			<u>27,048</u>	<u>3,240</u>		
Other			<u>32,711</u>	<u>8,355</u>		
Indirect Costs			<u>110,534</u>	<u>12,946</u>		

VI. Data Processing

(also included above)

	<u>9,000</u>	<u>9,000</u>
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VII. Personnel

F/T CSC		<u>1.2</u>	
P/T CSC		<u>(n/a)</u>	
Contractual		<u>1,044,623</u>	

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

Will grant funded employees be retained after this grant terminates? If so, How? Yes, if funding is avail
 During the third year of grant funding, the State Drug and Alcohol Program will be
 asked to pick up the costs of this grant through State Block Grant Funds.

*VIII. Contractual Services: Open Bid _____ Sole Source _____ (If sole source, attach Request for Proposals Form)

Item 18 - File 147-90-9

Department: San Francisco Public Library

Item: Resolution to apply for, accept, and expend a continuation grant.

Amount: Not to exceed \$7,500

Source of Grant: Federal Library Service and Construction Act Funds through the Bay Area Library and Information System (BALIS).

Grant Period: January 1, 1991 through September 30, 1991

Project: Youth-at-Risk Project

Indirect Costs: 5 percent is allocated for City indirect costs.

Required Match: None

Description: Under a grant from the Federal Library Service and Construction Act, BALIS has implemented a Youth-at-Risk Project, in which participating Bay Area libraries study the needs of at-risk youth in their community and design plans to provide services for these youth. Librarians attend workshops that prepare librarians for providing direct services to at-risk youth and working with community organizations that serve the at-risk youth population.

The proposed grant funds would be used to pay for substitute librarians to enable the Library's permanent librarians and technical staff to attend the workshops. The Library proposes expenditures as follows:

Temporary Salaries - Substitute Librarians	
Approximately 432 hours @ \$16.55/hour	\$7,150
Indirect Costs (Approximately 5 percent)	<u>350</u>
Total - Proposed Grant	\$7,500

Comments: 1. The Library has already applied for the grant and has received notification that it will receive the entire amount of \$7,500 for the grant program. Therefore, the resolution should be amended to allow the Library to retroactively apply for the grant.

BOARD OF SUPERVISORS
BUDGET ANALYST

2. The Library currently maintains an as-needed listing of librarians on temporary salaries who are used as substitutes for permanent staff. These substitute librarians would be used to fill in for the permanent staff attending the workshops.

3. The Library has prepared the attached Summary of Grant Request.

Recommendation: Amend the proposed resolution to retroactively apply for the grant. Approve the proposed resolution as amended.

Grantor Bay Area Library & Information Division Public Library
 Contact Person Ruth Metz System Section Chief of Branches
 Address 520 - 3rd St, Suite 202 Contact Person Neel Parikh
Oakland, CA 94607 Telephone 431-7479
 Amount Requested \$ 7350.00 Application Deadline October 30, 1990
 Term: From Jan 1, 1991 To Sept 30, 1991 Notification Expected December 1, 1990
 Health Commission _____ Board of Supervisors _____ Finance Committee _____
 Full Board _____

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a)
 (Circle appropriate words) grant in the amount of \$ 7,350.00 from the period of 1/1/91 to 9/30/91
 to provide Substitute librarian hours services.

II. Summary: (Concise summary; avoid redundancy; include a group name, services, and priorities)

As part of a regional planning effort, BALIS will be offering
workshops to help prepare library staff to work effectively with
Youth at Risk. BALIS is providing funding for substitute staff so
staff can attend these workshops.

III. Outcomes/Objectives:

Over 100 librarians and library workers will receive special
training to help them provide services for Youth-at-Risk.

IV. Effects of Reduction or Termination of These Funds:

Staff unable to attend workshops.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount						
Personnel			<u>7,150</u>			
Equipment						
*Contract Svc.						
Mat. & Supp.						
Facilities/Space						
Other						
Indirect Costs			<u>350</u>			

VI. Data Processing

(none included above)

VII. Personnel

F/T CSC				
P/T CSC			<u>7,150</u>	
Contractual				

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

None

Will grant funded employees be retained after this grant terminates? If so, how?

Yes. Substitutes will continue to be on library as-needed list.

*VIII. Contractual Services: Open Bid _____ Sole Source _____ (If sole source, attach Request for Proposals Form.)

Item 19 - File 148-90-5

Department: Department of Public Works (DPW)

Item: Resolution authorizing the Director of Public Works to apply for, accept, and expend Federal funds for modification and rehabilitation of the Third Street Bridge at Channel Street.

Amount: \$3,182,598

Source of Grant: Federal Funds, Federal Bridge Replacement Program

Term: Fiscal Year 1990-91

Local Match: \$937,402

Indirect Costs: \$92,805 for DPW only (see following page) - no City-wide indirect costs reimbursement

Description: Studies and inspections indicate that the Third Street Bridge at Channel Street (the Bridge) is in need of modification and rehabilitation for proper functioning and safety. In general, the work that would be done would be to rehabilitate existing rusted and otherwise debilitated structural members, including pile foundations, perform seismic strengthening, and raise the level of the Bridge and its approaches by approximately three feet. The Bridge and its approaches require raising because the water level has risen.

The Bridge is eligible for Federal funds under the Federal Bridge Replacement Program of the Federal Highway Administration (FHWA) that have been made available for modification and rehabilitation of certain bridges in the State.

The estimated cost of modification and rehabilitation of the Bridge has been submitted to the State Department of Transportation (CalTrans) and is being reviewed by that agency. The estimated cost is \$4,120,000.

The Department of Public Works proposes to apply for, accept, and expend Federal Bridge Replacement Program funds for the modification and rehabilitation of Third Street Bridge at Channel Street. The cost estimate for the various elements of expense are as follows:

	<u>Federal</u>	<u>Local*</u>	<u>Total</u>
I. Contract Costs			
Contract	\$2,644,000	\$661,000	\$3,305,000
Contingencies	<u>264,000</u>	<u>66,000</u>	<u>330,000</u>
Subtotal	\$2,908,000	\$727,000	\$3,635,000
II. Salaries (DPW)			
Design Engineering	\$86,211	\$21,553	\$107,764
Inspection	<u>95,582</u>	<u>23,895</u>	<u>119,477</u>
Subtotal	\$181,793	\$45,448	\$227,241
III. Indirect Costs (DPW)			
Indirect Cost Plan 90/91			
Grant Eligible DPW			
Overhead (51.05%)**	\$92,805	\$23,201	\$116,006
Grant Ineligible DPW			
Overhead (62.38%)***	<u> -</u>	<u>141,753</u>	<u>141,753</u>
Total Project Cost	\$3,182,598	\$937,402	\$4,120,000

* Local Share Sources
\$299,959: Special Gas Tax Improvement Fund
637,443: Catellus Corporation
\$937,402 Total

** Mandatory Fringe Benefits (24.71%) and paid time off (26.34%).

*** DPW Administration (16.20%) and indirect (46.18%).

Comments:

1. Mr. Vitaly Troyan of DPW reports that local matching funds for the above projects would come from the Special Gas Tax Street Improvement Fund and Catellus Corporation, the Mission Bay Project developer. The FY 1990-91 revenue appropriation for the Special Gas Tax Street Improvement Fund is \$13,545,070.

2. Attached is a cost estimate for modifying and rehabilitating the Third Street Bridge at Channel Street that shows the work that would be accomplished.

Recommendation: Approve the proposed resolution.

BOARD OF SUPERVISORS
BUDGET ANALYST

Rehabilitation of Third Street Bridge at Channel
Cost Estimate (Raising the Bridge)

Structural Items

1. Replace all wooden piles, walers and fender work	
2. Repair south approach concrete spalling	
3. Replace wooden sidewalk	
4. Replace corroded structural steel members	
5. Sandblast and paint the entire bridge structure	
	\$ 877,000
6. Construct new south approach	381,000
7. Construct ramp on north approach	140,000
8. Modify main trunnion piers and counterweight trunnion piers	509,000
9. Equipment and labor for raising the bridge	636,000
	<u>\$2,543,000</u>

Mechanical Items

10. Repair two outboard pivot bearing housings	
11. Upgrade electro-mechanical locking system	
12. Repair hydraulic ram and pump system	
13. Improve "degree of lift" system	
	\$ 477,000
14. Misc. mechanical work	32,000
	<u>\$ 509,000</u>

Electrical Items

15. Upgrade navigation lighting to accomodate raised conduit and related work	
16. Raise electric conduit at least above 100 year high tide	
17. Replace four traffic barriers	
18. Provide P.A. System for communications to vehicular, pedestrian and marine traffic during emergency	
19. Provide a base system recommended by USCG	
20. Replace all rubber and asbestos coated wires	
	<u>\$ 253,000</u>

Total Contract Cost	\$3,305,000
Contingencies	330,000
Engineering	230,000
Construction Management	<u>255,000</u>
Total Project Cost	\$4,120,000
	=====

Note: The above cost estimate includes the seismic retrofit of subject bridge per recommendations of URS/John A. Blume & Associates.

Item 20 - File 153-90-7

Department: Department Social Services (DSS)

Item: Resolution authorizing the Department of Social Services to apply for, accept and expend a continuation Federal grant.

Amount: Up to \$11,000

Source of Funds: Federal Challenge Grant funds through the State Department of Social Services, Office of Child Abuse Prevention

Grant Period: Fiscal Year 1991-92

Description: The proposed Federal Challenge Grant funds would provide matching funds of up to \$11,000 for the City's Children's Trust Fund. The Children's Trust Fund, which is administered by DSS, was established by AB 2994 (Chapter II of the State Welfare and Charitable Contributions Code) which provides for \$4.00 of each \$11.00 birth certificate fee to be credited to this Fund for child abuse and neglect prevention and intervention programs. For the period September, 1989 through August, 1990, the Children's Trust Fund revenues amounted to \$175,019 which included \$165,306 in birth certificate fees and \$9,713 in matching Federal Challenge Grant funds. Federal Challenge Grant funds are deposited directly to the Children's Trust Fund. The Social Services Commission determines what programs will be funded through the Children's Trust Fund pursuant to the provisions outlined in Section 10.117.34 of the Administrative Code. Any expenditure of funds from the Children's Trust Fund is subject to approval by resolution of the Board of Supervisors.

The DSS reports that the proposed Federal Challenge Grant funds for FY 1991-92, would be used to continue their contract with the University of California, San Francisco (UCSF) for the provision of consultation and training to DSS staff and foster parents involved in the Fragile Infant Special Care Program (FISCP). The FISCP is one of five programs aimed at preventing child abuse and neglect which are currently funded by the Children's Trust Fund. The FISCP includes infants who are born dependent on alcohol and drugs and/or have extraordinary medical problems, or test positive for HIV antibodies or AIDS.

BOARD OF SUPERVISORS
BUDGET ANALYST

Units of Service

to be Provided: 245 hours of consultation and training

Local Match: None

Indirect Costs: \$1,478

Project Budget:	<u>Contractual - UCSF</u>	
	Consulting Services	\$ 9,853
	Indirect Costs	<u>1,478</u>
	Total	\$11,331

Comments: 1. DSS has already applied for the grant. Therefore, the proposed resolution should be amended to allow DSS to retroactively apply for the grant.

2. According to Mr. Walter Maciak of DSS, the State DSS has notified the Department that its allocation for fiscal year 1991-92 will be \$1,806, instead of the requested \$11,000. Mr. Maciak expects that the balance of \$9,525 (\$11,331 project budget less \$1,806 grant) needed to fund the project would come from uncommitted Children's Trust Fund monies. The proposed resolution should also be amended to reflect a grant amount of \$1,806 instead of the amount of \$11,000.

3. DSS has prepared the attached Summary of Grant Request.

Recommendation: Amend the proposed resolution to allow DSS to retroactively apply for the grant and to reflect a grant amount of \$1,806. Approve the proposed resolution as amended.

SOCIAL SERVICES COMMISSION - SUMMARY OF GRANT REQUEST

Grantor State Dept. of Social Services
 Grantor Contact Person Sandra Yee
 Address 744 P Street
Sacramento, CA

DSS Program Family & Children's Services
 Program Contact Person Ann O'Rielly
 DSS Contract Manager Walter Maciak
 Telephone 557-5581

Amount (Requested/Approved) 1,806
 Term From 10/1/91 To 9/30/92

Source of Funds: Federal/State/Other

Board of Supervisors: Finance Committee: Date _____

I. Action:

Request to (apply for) (accept and expend) a (new) (continuation) (allocation) grant in the amount of \$ 1,806 for the period beginning 10/1/91 to 9/30/92 to provide Consultation/Training services.

II. Purpose of grant: To fund child abuse prevention activities at the local level.
We will use Grant \$ to contract with the University of California Fragile Infant Program for consultant services.

III. Outcomes/Objectives: (including number of clients to be served) -

Provide 245 hours of service
Serve 30 unduplicated infants

IV. Effects of reduction/termination of these funds:

Grant amount reduced. Make up difference with Children's Trust Fund (CTF) money.

V. Expenditures:

	Col. A (Last Fiscal Year)	Col. B (Current Year if Any)	Col. C (Proposed)	Col. D (Change)	Req. Match
Grant Amount	7,869	9,713*	1,806**	7,907	n/a
Personnel	9,474	9,853	9,853		
Equipment					
Contracts					
Mat. & Supplies					
Facilities/Space					
Other					
Indirect Costs (15%)	1,421	1,478	1,478		

VI. City Civil Service Personnel:

No. & Class _____

No. & Class _____

VII. Brief description of service to be purchased by contract:

Reviews medical records of infants with extraordinary medical problems referred to DSS, recommends level of foster care, trains foster parents.

VIII. Contractual Services: Open Bid

Sole Source X

* Contract amount is \$11,331. The difference is made up from the CTF.

** Contract amount will be \$11,331. The \$9,525 difference will be made up from the CTF.

Items 21 and 22 - File 170-90-1.1 and 170-90-1.2

1. The proposed resolutions would state the intent of the Board of Supervisors, on behalf of the City and County of San Francisco, to retroactively reimburse the City from the proceeds of tax-exempt bonds for (a) project costs of the Earthquake Safety Program to be financed by the Public Safety Improvement Bonds of 1990 (File 170-90-1.1) and (b) the costs of the acquisition of 61 police vehicles in accordance with Charter Section 7.309(c)(3) which permits leasing equipment through a bond financed nonprofit corporation (File 170-90-1.2).

2. Mr. Bob Kenealey of the City Attorney's Office indicates that the proposed resolutions are in anticipation of new Federal regulations (known as Pyramid Regulations) designed to put limits on the use of tax-exempt bond financing of projects and equipment. The proposed resolutions would meet the requirements of the pending Federal regulations which are expected to be implemented soon and would affect the City's Public Safety Improvement Bond projects and police vehicle acquisitions. Mr. Kenealey recommends approval of these resolutions which are technical in nature to effect reimbursement to the City from tax-exempt bond proceeds for earthquake expenses and nonprofit equipment leasing expenses.

Recommendation

Approve the proposed resolutions.

Items 23 and 24 - File 170-90-1.3 and 170-90-1.4

Department: Chief Administrative Officer (CAO)

Item: Item 23 (File 170-90-1.3) is a proposed resolution authorizing the incorporation of the City and County of San Francisco Finance Corporation; approving the assignment of certain equipment leases to the corporation; and ratifying certain actions previously taken.

Item 24 (File 170-90-1.4) is a proposed ordinance approving an equipment lease between the City and the San Francisco Finance Corporation, including the buy-out of existing lease purchases by the City and the lease purchase of new equipment for the City; and approving issuance of lease revenue bonds by the San Francisco Finance Corporation for \$7,304,707.

Amount: \$7,304,707

Source of Funds: Lease revenue bonds to be issued in 1991

Description: In June of 1990, San Francisco voters approved Proposition C, which authorized the City to pursue non-profit lease financing of City equipment purchases. Proposition C provides that the Board of Supervisors may approve the lease financing of equipment by a finance corporation in an amount not to exceed a principal of \$20 million at any given time, with the limit of \$20 million increasing, annually, by five percent. In concept, the \$20 million plus five percent is the City's credit limit with respect to lease/purchasing of equipment. The Corporation would obtain all funds for financing the lease/purchase of equipment through the issuance of lease revenue bonds.

The proposed resolution (File 170-90-1.3) would authorize the incorporation of the San Francisco Finance Corporation as a non-profit organization. The Finance Corporation would be responsible for financing lease/purchase of equipment to the City.

The proposed resolution would also approve an agreement between the City and the Corporation for the City to act as the Corporation's agent, as well as approve the Articles of Incorporation and the Bylaws, and a list of three individuals nominated to serve as Directors of the Corporation. A list of the nominees is provided in Attachment A.

The proposed ordinance (File 170-90-1.4) would approve an equipment lease between the City and the San Francisco Finance Corporation, whereby the Corporation would "buy-out" existing equipment leases and finance the lease purchase of new equipment for the City authorized in the FY 1990-91 budget. Lists of existing leases and new leases are contained in Attachments B and C, respectively.

The proposed ordinance would also approve the issuance of lease revenue bonds by the Corporation, totalling \$7,304,707, to finance the purchase of the specified equipment. These lease revenue bonds would be paid through the equipment rental charges from the City Departments. The proposed ordinance further provides that the bonds cannot be issued without the certification of the Controller that the net interest cost to the City would be lower as a result of the issuance of the bonds than other financings involving an equipment lease or leases.

Comments:

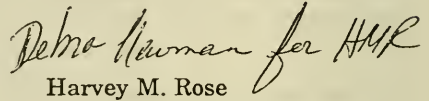
1. Under the proposed ordinance, the San Francisco Finance Corporation would "buy-out" existing City equipment leases (See Attachment A). According to Mr. Fred Weiner of the CAO's Office, the Corporation would buy out a total of \$4,284,973 in existing equipment leases from the City. Mr. Weiner estimates that the purchase of these existing leases by the San Francisco Finance Corporation would result in an estimated savings of \$137,588 over the life of the leases. This savings would result, because the Finance Corporation would refinance the existing leases at lower interest rates, thereby lowering interest costs to the City.

2. Mr. Weiner further advises that financing new equipment purchases, at a total of \$3,019,500, (see Attachment C) through the Finance Corporation allows the City to benefit from lower finance rates. For comparison purposes, assuming present market rates, the Finance Corporation would finance the proposed lease purchases at an interest rate estimated at 6.3 percent, while existing private finance sources would charge an interest rate of approximately 7.6 percent.

3. In addition to the existing leases listed in Attachment A, which the Finance Corporation intends to buy-out, two vendors offered to refinance existing equipment leases in lieu of being bought out by the Finance Corporation. Mr. Weiner reports that the Wang Corporation and AT&T will refinance 23 leases (twenty leases through the Wang Corporation for computer equipment and three leases through AT&T for telephone equipment) totalling \$7 million. Because the City has a "credit limit" of \$20 million, the CAO chose not to include these 23 leases in the list of existing equipment leases to be refinanced through the Finance Corporation in order to allow the City the flexibility of financing equipment leases in future years. By refinancing the 23 leases, the effective interest rate for the Wang leases will decrease from 16 percent to 7.6 percent, while the interest rates for the three AT&T leases will decrease from 8.43, 9.72, and 7.68 percent to 7.35 percent. According to Mr. Weiner, the savings to the City's General Fund will be approximately \$857,000, over the life of the leases, for the 23 Wang and AT & T leases combined.

4. The CAO, through the Finance Corporation, plans to refinance \$4,284,973 in existing equipment leases and an estimated \$3,019,500 in new equipment leases for a total of \$7,304,707. The CAO's Office has advised that it intends to submit a proposed amendment of the whole requesting authorization to issue lease revenue bonds totalling \$9,000,000 (\$4,284,973 to refinance existing leases, an estimated \$3,019,500 for new leases and \$1,695,527 for leases yet to be identified). According to Mr. Weiner, the authorization to issue \$9,000,000 in bonds would allow the City to refinance additional equipment leases found to be cost-beneficial, and to allow flexibility in responding to bond market conditions. However, as noted above, the Controller would have to certify the issuance of all bonds needed up to a maximum of \$9,000,000.

- Recommendation:** 1. Approve the proposed resolution (File 170-90-1.3).
2. With respect to the proposed ordinance (File 170-90-1.4), approve the proposed amendment of the whole. Approve the ordinance as amended.


Harvey M. Rose

cc: Supervisor Walker
Supervisor Maher
Supervisor Hongisto
President Britt
Supervisor Alioto
Supervisor Gonzalez
Supervisor Hallinan
Supervisor Hsieh
Supervisor Kennedy
Supervisor Nelder
Supervisor Ward
Clerk of the Board
Legislative Policy Analysts

Chief Administrative Officer
Controller
Carol Wilkins
Ted Lakey

San Francisco Finance Corporation

Board of Directors

Nominees

Linda Mjellem - Director, Industrial Relations, Pacific Telesis
Group; Commissioner, San Francisco Commission on the Status of Women

Welton Flynn - Commissioner and former President
San Francisco Public Utilities Commission

Jeffrey Lee - Former Director, Department of Public Works;
former Commissioner San Francisco Public Utilities Commission

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Exhibit EExisting Leases

<u>Description of Lease</u>	<u>Description of Equipment</u>	<u>Useful Life In Months</u>	<u>Buyout Cost</u>
Lease Agreements between City/County and ATT Credit Corp.:			
Master Lease Agreement No. 00912			
Lease No. i1030	Telecommunications & related equipment	43	\$ 546,487.08
Lease No. i1024	"	43	478,898.31
Lease No. i1023	"	43	546,221.58
Lease No. i1031	"	47	323,382.67
Lease No. i1028	"	43	643,682.02
Lease Agreement between City/County and Eastman Kodak Credit Corp.	2 - EK 235AF copiers	49	45,481.19
Lease Agreements between City/County and Digital Equipment Corp.			
Master Agreement No. 311390			
Lease No. 90-3979-08			
Quote No. 90QAMD1086-05	VAX 6430 and related equipment	52	1,081,766.10
Quote No. 910AGA0117-08	VAX 6430 networking components and related equipment	57	<u>619,054.00</u>
Total			\$4,284,973.00

Exhibit ANew Equipment

<u>Item</u>	<u>Quantity</u>	<u>Useful Life in years</u>	<u>Estimated Cost</u>
Motorola Police Console Radio System	1	7	\$ 479,500
General Auto Fleet	54	6	852,000
o Pickup truck (Chevy C2500 Fleetside)	2		
o Pickup truck (Chevy C1500 Fleetside)	1		
o Pickup truck 3/4 ton (Chevy 2500)	1		
o Pickup truck 3/4 ton (Chevy C2500)	8		
o Van, Cargo (Chevy G20)	3		
o 1990 Ford Crown Victoria 4 door sedan	1		
o Minivan Cargo (Chevy Astro/GMC Safari)	1		
o Van 5-passenger (Chevy G10)	1		
o Service Body Truck (Chevy C2500)	1		
o 4 door Sedan (Chevy Lumina)	6		
o 4 door Sedan (Chevy Cavalier)	16		
o Van 15-passenger (Ford)	1		
o Hi-Cube Van 125" Wheelbase (Chevy)	1		
o Van 8-passenger (Chevy G20 Sport Van)	1		
o Pick up truck with dump bed (Chevy C2500)	7		
o Van Cargo (Chevy G10)	3		
Police Vehicles - Unmarked	14	5	242,500
Police Utility Vans "Blazer" type	4	5	186,000
Electra 1000c, Coagulation Analyzer	2	5	87,500
Police Vehicles —Marked—	61	4	1,043,000
Police Trucks		4	102,000
o 3/4 ton Van	4		
o 2 Ton stake bed truck	1		
Yamaha 350 cc, Trailbike Motorcycle	7	3	27,000
	Total		\$3,019,500



